

# STREET AND GLASTONBURY U3A

## ROLE DESCRIPTION

### SECRETARY

#### OBJECTIVES:

1. To take and keep records of all meetings. (Not sub-committees)
2. Ensure that all accidents are logged and the record kept.
3. Support Chair and Committee wherever possible.

#### KEY TASKS:

1. Agree the bi-monthly committee meeting agenda with the Chair.
2. Disseminate information supplied by the Third Age Trust and submit annual returns.
3. Deal with letters and emails as required
4. Circulate agendas and minutes for all meetings to the relevant members, including the new programme for Group Leaders meeting.
5. Agree the table set-up for enrolment and ensure all group leaders' tables are clearly marked
6. Assist with other committee members as required/necessary.
7. Ensure that Avalon Network are advised of any change in Chair, Secretary or Treasurer.

## **Meetings**

AGM, Enrolment, Group Leaders meetings(1 or 2), Committee meetings (6) per annum. Prepare agenda, check availability and prepare venue, arrange refreshments, take minutes, circulate minutes to committee members and keep records. Generally, committee meetings are booked by secretary. All other meetings will be booked by Venues manager but check to be sure.

## **Forms and records:**

Keep programme of classes and equipment lists up-dated. Some of the forms will need revising before Enrolment. Liaise with membership secretary and venues manager for changes to Programme. Provide forms for group leaders to make returns and keep their own records. Supply accident report forms and keep record of any accidents.

## **Third Age Trust:**

Disseminate information supplied by them as appropriate, submit annual returns. You will need to notify Third Age Trust of the change of Secretary.

## **Correspondence:**

Deal with letters and emails as required.

Support Chair, Committee and Group Leaders wherever possible.

## **Timetable:**

Set dates during February committee meeting for AGM, Group Leaders Meeting and Enrolment. AGM needs to be early May to allow for the year end accounts to be completed and checked. Year end is 31<sup>st</sup> March.

For the AGM circulate a copy of the minutes of the previous meeting by email to all members. Membership secretary will fulfil this task if the minutes are forwarded to them. Do the agenda and email to all committee members. The accounts should also be available for this and collated with the agenda and put on chairs in the hall. You will be expected to read the minutes at the AGM for those who do not have email. You are supposed to have 20% of members to make a quorum.

For the Group Leaders Meeting (usually early June) ensure that the group leaders are sent the draft programme and all the relevant forms for the new term. Get all leaders to sign as they enter the hall so you know who is there. Always take extra programmes with you!

For Enrolment, (usually in late August) ensure that the Glastonbury Town Hall has the plan of how you want the tables arranged. Put out the class names on the relevant tables. You will need to be there fairly early so that they are in the position you want, not just where the group leaders wish to sit. Take extra enrolment forms as the GL's usually forget!