

## Events Secretary

### Committee member and Trustee

Key area	Key responsibilities	Tasks
<b>Governance</b>	Trustee	<ul style="list-style-type: none"> <li>Maintain the charitable objectives of the u3a.</li> <li>To comply with the requirements of the Charity Commission</li> <li>To be accountable for expenses incurred</li> </ul>
	AGM	<ul style="list-style-type: none"> <li>Attend and support Chair during meeting</li> </ul>
	Documentation	<ul style="list-style-type: none"> <li>Ensure all relevant documentation is stored either digitally or paper-based filing</li> </ul>
	Enrolment	<ul style="list-style-type: none"> <li>Attend and support Meet and Greet Day and distribution of associated material, as required</li> </ul>
<b>Committee Duties</b>	Committee Meetings	<ul style="list-style-type: none"> <li>Attend and contribute to Committee meeting agenda items.</li> <li>To tender and apology of absence to the Minutes Secretary, if necessary</li> <li>Carry out any actions following the meeting.</li> <li>To observe confidentiality of committee meetings</li> </ul>
	Group Convenor meetings	<ul style="list-style-type: none"> <li>Attend meetings and contribute to agenda items</li> </ul>
	Sub- committees	<ul style="list-style-type: none"> <li>Contribute to sub-committees as relevant</li> </ul>
<b>Member Support</b>	Member updates / communication	<ul style="list-style-type: none"> <li>Attend monthly member meetings.</li> <li>Assist with administration of the meeting, as required.</li> <li>Support other Committee members, as required</li> </ul>
<b>National U3A Interface</b>	National office communications	<ul style="list-style-type: none"> <li>Read national u3a monthly newsletter</li> </ul>

### Specific tasks for Events Secretary role

Key area	Key responsibilities	Tasks
<b>Committee duties</b>	Events responsibilities	<ul style="list-style-type: none"> <li>Liaise with Committee to agree what events are required.</li> <li>Update Committee on Events preparation</li> </ul>
	Events	<ul style="list-style-type: none"> <li>Responsible for arranging monthly meetings working with logistics team of helpers.</li> <li>Agree speakers with speaker organiser.</li> <li>Work with Business Secretary for AGM and Picnic, Group Facilitator for Meet and Greet, and Christmas event organiser.</li> <li>Work with Chair to arrange new member meetings.</li> </ul>
<b>Skill set requirements</b>		<ul style="list-style-type: none"> <li>Organisational skills</li> <li>Ability to use word and excel</li> </ul>
<b>Agreed</b>	May 2023	