

Business Secretary

Committee Member and Trustee

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

Role Specific Responsibilities

Key area	Key responsibilities	Tasks
Governance	AGM	<ul style="list-style-type: none"> Preparation and distribution of all material Organise AGM Support of Chair during meeting
	Insurances and Licences	<ul style="list-style-type: none"> Tracking renewals Ensuring all licences / insurances are in place. Manage accident reports
	Charity Commission Liaison	<ul style="list-style-type: none"> On-line annual reporting Up-dating of Committee member details as required
Committee duties	Committee Meetings	<ul style="list-style-type: none"> Agenda preparation and communication Manage action and decisions. Reporting Key u3a Head Office updates Partake and contribute to Committee meeting agenda items. Book meeting rooms Contribute to induction of new trustees Ensure that Committee does not breach constitution. Whenever possible attend monthly meetings

		<ul style="list-style-type: none"> • Take Committee meeting minutes • Ensure that the BS has the master copy of all policy and procedures. Receiving from the policy owner • Manage role descriptions and ensure they are up to date
Member support	Member updates / communication	<ul style="list-style-type: none"> • Management of ad-hoc member emails enquiries
National U3A interface	National office communications	<ul style="list-style-type: none"> • Co-ordinate formal Committee voting • Review and manage all HO u3a emails • Track information on u3a website and in monthly Newsletter on a monthly basis and disseminate as appropriate
Public interface	Communication	<ul style="list-style-type: none"> • Liaise with local interest groups • Be administrator for Public and Private Facebook • Contribute to Facebook content
Ad hoc activities	Not associated with BS but undertaken by current BS	<ul style="list-style-type: none"> • Arrange Summer Picnic • Manage safeguarding discussions with Committee Members/GL's or ICB • Work with PR manager and Committee on which charities to be supporting. • Authorise payments on behalf of u3a at the request of Treasurer.
Skills set		<ul style="list-style-type: none"> • Organisational skills • Ability to use word and excel • Team player
Agreed	14/09/2021	
Last updated	07/2023	