

# ROLE DESCRIPTION

## BUSINESS SECRETARY

### 1. ROLE SUMMARY

- ❖ Oversee organisation of AGM
- ❖ Book venues for coffee mornings, monthly meetings and AGM
- ❖ Maintain effective records
- ❖ Assist Treasurer in completion of Charity Commission Annual Return
- ❖ Maintain and update comprehensive notes and backup data

### 2. MAIN RESPONSIBILITIES

#### 2.1. Organisation of meetings

- ❖ Book venues for coffee mornings, monthly meetings and the AGM
- ❖ Organise the groups refreshment rota for coffee mornings and monthly meetings
- ❖ Assist the Chair with the production of the annual report for presentation at the AGM.
- ❖ In liaison with Chair, produce the AGM agenda and supporting paperwork in consultation with the Committee and circulate to all Wu3a members in good time.
- ❖ Organise the AGM on the day, checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.
- ❖ In liaison with the Minutes Secretary, record full and accurate minutes of the AGM.

#### 2.2. General administration

- ❖ Arrange personal login facility with Charities Commission and ensure the correct contact details are recorded
- ❖ Maintain up to date login/data storage information for every Committee member and securely file for access in the event of an emergency. Update annually and when someone joins or leaves the Committee..
- ❖ Annually check that paid tutors are self-employed and obtain a copy of their current public liability insurance certificate; record and file this information.
- ❖ Stay up to date with AGM information, policy and procedural changes and legislative requirements as advised by Third Age Trust.
- ❖ Ensure any mailings or information from Third Age Trust are disseminated to the committee as required.
- ❖ Liaise with trustees to complete and return administrative documents from Third Age Trust and from the Charity Commission, as applicable.
- ❖ Ensure changes of Committee/Trustees are recorded with the Third Age Trust and Charities Commission.
- ❖ Order stationery, promotional materials and merchandise from Third Age Trust as required.
- ❖ Apply for CLA Licence (copyright) from TAT as required.

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- ❖ Annually download or otherwise obtain a copy of the current Third Age Trust insurance certificate; distribute copies to the Committee and all GCs for info, file securely for reference as needed.
- ❖ Liaise with Third Age Trust with insurance queries or potential claims.
- ❖ Organise any required maintenance or testing of u3a equipment in liaison with the Equipment Coordinator if available.

### 2.3. Correspondence

- ❖ Respond to any incoming correspondence, consulting with the Committee where necessary.

### 2.4. Maintenance of records

- ❖ Store all information securely.
- ❖ Maintain an accessible archive of important documents e.g. AGM minutes, annual reports, etc..

### 2.5. Dissemination of information

- ❖ Receive mailings from the Third Age Trust, Charity Commission and other external organisations, communicating the information to relevant members of the Committee and Wu3a members as appropriate, using all available means.
- ❖ Publicise a calendar of all Wu3a meetings and events, ensuring digital records on Beacon and Wu3a website are kept up to date.
- ❖ Make approved AGM minutes available to any Wu3a member who requests them.

### 2.6. On completion

- ❖ Carry out a comprehensive handover to the new Business Secretary to include notes/instructions, physical records and digital backups.

<i>Document history</i>	
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