

St Albans U3A

Terms of Reference for Honorary Secretary

Role Description:

To provide secretarial services to the St Albans U3A as an Officer in accordance with the authoritative recommendations of the Third Age Trust and the statutory requirements of Charity Law.

Key Responsibilities and Accountabilities:

1. to be a Trustee and member of the Executive Committee and carry out the duties of these roles;
2. to complete and submit Annual Returns to Charity Commission and Third Age Trust in conjunction with the Honorary Treasurer;
3. to ensure minutes are taken at Annual General Meeting, Extraordinary General Meetings and Executive Committee meetings;
4. to prepare and Circulate minutes, agendas and discussion papers for Annual General Meeting and Executive Committee Meetings in consultation with the Chairman;
5. to take action as required following the meeting;
6. to convey decisions taken to people who may be required to take action;
7. to provide secretarial support for the election of Trustees at AGM;
8. to deal with correspondence following discussion with the Chairman;
9. to maintain full and accurate files including minutes;
10. to be the point of contact and reference between meetings;
11. to be the link with the National Office and to ensure that information is relayed to the committee and passed on to the membership;
12. to ensure Executive Committee is aware of correspondence addressed to St Albans U3A and distribute to appropriate members;
13. to maintain a system of reports and recommendations from all sub-committees;
14. to bring to the Executive Committee any requests for the St Albans U3A to be represented at relevant occasions;
15. to be responsible for the maintenance, support and implementation of the Data Protection Policy;
16. to be aware of legal and regulatory compliance issues affecting the U3A and be responsible for communication of any issues arising to the Executive Committee.