u3a Llandrindod Wells and District

Committee Secretary Role and Responsibilities

The primary role is to

1) Issue the agenda and take minutes to provide an effective record of Committee Meetings and the Annual General Meeting

2) Keep all, or individual members of the Committee, up-to-date with any current topics or activities

3) Assist the Chairman in the administration of Llandrindod Wells and District u3a

4) Complete, or keep a check on all other tasks listed below

Monthly Meetings

Prior to the beginning of each u3a year to inform the Metropole of proposed dates of meetings.

Liaise with Metropole before each main meeting in case of special requests. Arrange for sufficient chairs to be put out. If necessary check whether the loop is activated for hard or hearing. Reserve seats for committee.

Committee Meetings

For face-to-face meetings, book a suitable room for the meeting.

To prepare an agenda for forthcoming meetings to include standing items, matters outstanding from previous meetings, items required by the Chair and (subject to the agreement of the Chair) items from other committee members.

Circulate the agenda for the meeting by email at least one week before the meeting is to take place. Take two paper copies of the minutes of the previous meeting to the committee meeting.

To deal promptly with all correspondence, liaising if necessary with the Chair or relevant committee members. To prepare a report for each committee meeting on significant items of correspondence received since the previous committee meeting.

Prepare draft minutes of each committee meeting for approval at the following meeting.

As soon as possible following the committee meeting

- Circulate draft minutes by email to the Committee highlighting any actions agreed.
- Make any changes necessary to the draft minutes of the previous meeting and circulate the agreed version to the committee by email

Other Key Annual Tasks

February: Prepare documents required for the Annual General Meeting and arrange for publication on the website.

March: Arrange for the preparation of new membership cards for distribution at the April meeting.

Christmas: Ensure that arrangements are made for the lunch, including preparation of place names and recording of bookings and menu choices. Liaise with the venue timing and final numbers.

Other Regular Tasks

To securely maintain the paper and electronic records of the Llandrindod Wells and District u3a, depositing any records that are too old to be relevant to the operation of the organisation with the Powys County Archives.

To ensure in particular that copies of the following are held and are up to date:

- licences
- insurance policies
- records of accident reports
- the constitution of Llandrindod Wells and District u3a
- policies and procedures agreed by the committee

To ensure any enquiries, comments or complaints received from members are considered by the committee.

Regularly check email from u3a National and Regional sources and circulate where relevant to committee members

To advise U3A head office about any committee changes via https://www.u3a.org.uk/update The username and password to access this service should be held securely and passed to a successor or as directed by the Chair.

Complete, with assistance from the Membership Secretary and Treasurer, the Annual Report of membership numbers to the Third Age Trust which is the basis for the annual capitation fee and TAM subscription fee payable to the Trust.

On completion of the term as Committee Secretary to ensure a comprehensive hand over to the next Secretary