



# Secretary

## Role description

It is the responsibility of the Secretary of Ludlow u3a to:

- act as a Trustee of the registered charity, ***u3a in Ludlow***
- ensure Ludlow u3a follows the correct procedures as outlined in its constitution and the legislative requirements and procedures of the Third Age Trust
- liaise with the Chair to compile committee meeting agendas and agree supporting paperwork; circulate these to committee members
- take minutes for committee meetings and AGMs
- monitor the progress of decisions and agreed actions from previous committee meetings
- ensure any queries or complaints from u3a members are considered by the committee
- help to organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to
- book venues for committee meetings and AGMs
- keep up-to-date records of committee members' terms of office and contact details and submit the Annual Return to the Third Age Trust
- maintain on OneDrive an archive of minutes of all meetings, annual reports for AGMs, constitution and any other documents as agreed

This is an officer role as defined in the Constitution