



## **ROLE DESCRIPTION: SECRETARY**

### **FUNCTIONS:**

- To undertake administration duties of Secretary within the overall structure and running of King's Lynn u3a.
- Act as a point of contact with The Third Age Trust, completing the Annual Return and responding to any general enquiries.
- Act as a point of contact with the Charity Commission as required.

### **TASKS:**

- Work with the Committee to comply with the Constitution.
- Distribute correspondence and information received to the Chairman, Trustees and relevant Group Leaders.
- Book venues for Committee Meetings as required.
- Liaise with the Chairman on the Agenda for Committee Meetings and send to Trustees and any relevant parties.
- Take Minutes of Committee Meetings, record decisions and agreed actions and send to the Chairman for approval before sending to Trustees and relevant parties.
- Maintain a file of signed Minutes and relevant documentation, save digital copies of Minutes and relevant documentation to the u3a laptop and ensure that all information is backed up to a memory stick. Provide a copy of the minutes to go on the notice board at the monthly meetings.
- Maintain a file of Statutory Documents relevant to King's Lynn u3a.
- Liaise with the Chairman and Treasurer to manage the AGM process by preparing the relevant paperwork and election of Officers in line with the Constitution.
- Take Minutes of the AGM and provide to the Chairman.
- Provide a results report from the AGM for the Bulletin including details of the new Trustees.
- Ensure all Trustees annually at the first committee meeting after the AGM sign the Trustees Eligibility Declaration. Provide relevant information to new Trustees and help to facilitate training as required.
- Ensure the Third Age Trust (u3a Office) is kept up to date with any change in Committee Members by updating the Contact Details Portal.

April 2026