



Role Description-Assistant Secretary

1. Role Summary

- To assist the Secretary
- To be responsible for organising and maintaining Executive Committee (EC) and other business meetings.
- To assist the Chair and Secretary to plan and manage the Annual General Meeting (AGM).
- To support the existing and efficient system for storing HHD u3a information.
- To have access to all current key documents including but not limited to the HHD u3a Constitution, Policies and Procedures and EC Meeting Minutes and reports.
- To have access in the archive to earlier documents and to keep the archive updated.
- To maintain the list of HHD equipment and arrange for routine tests where required.
- To record accidents or incidents in the HHD log and prepare briefs for the EC when required.

2. Process

a) Meetings

- To plan annually the dates for business meetings e.g. EC, AGM, and book the rooms, and circulate the dates to EC members.
- To book rooms for any additional meetings.
- To maintain and publish an accessible diary of all relevant meetings and events.
- To assist with the preparation of documents for the AGM and assist with the recording of votes at the meeting.
- Before each EC Meeting:
 - Consult with the Secretary to compile the agenda, receive and circulate in good time the supporting documents e.g. minutes, action points, reports from various EC members.
 - Check the previous meeting minutes and monitor the progress of decisions and agreed actions.
 - Update the action point list.
 - To ensure the attendance of the Minutes Secretary.
 - Note and include any items from EC members for inclusion on the agenda. (NB The agenda requires review by the Secretary and Chair before issue).
 - Check that sufficient EC members will be attending to meet the quorum requirements.
- After the EC Meeting:
 - Work with the Minutes Secretary and Secretary to make sure the minutes are accurate.
 - Compile a new action point list (including any previous actions not yet completed) and issue to EC members.
 - Archive material, as necessary.

b) HHD Equipment Log

- Check on a regular basis any changes in the equipment and where it is stored.
- Arrange an annual safety inspection of electrical appliances.
- Recommend to the Secretary any equipment needing repair, or replacement and any equipment which is no longer in use.

c) Accident/Incident Report Book

- Ensure that any accident or incident is recorded and ensure that the reports are stored safely.
- Alert the Secretary of any serious report that may require notification to the u3a Office for the u3a Insurers.
- Where ongoing treatment or other action has been reported as a requirement, follow up as necessary, recording the date and time of any such enquiries.

u3a	Doc HHD–Role description - AssistantSecretary	HHD u3a
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