



# Hurst, Hassocks and Ditchling



## Role Description-Secretary

### 1. Role Summary

- To work with the Chair, Assistant Secretary, other Hurst, Hassocks and Ditchling (HHD) Officers and the wider Executive Committee (EC) members to ensure the smooth, day to day running of the EC.
- To function as an information and reference point for all members of the EC.
- To report and respond to correspondence. Where these relate to policy changes or recommendations from the u3a, regionally or nationally, ensure that these are raised within the EC and decisions circulated to the HHD membership via the HHD u3a website or where appropriate the HHD Newsletter.
- To have access to all relevant information and records relating to u3a at local and/or regional and national level.
- To consult with the national u3a office if questions are raised or informing them of key changes in the membership of the EC.
- To consult with The Charity Commission as required.
- To organise every stage of the arrangements for the HHD u3a Annual General Meeting (AGM).

### 2. Process

#### **a) EC Meetings**

- To maintain communications with EC members, anticipating issues or questions that may arise.
- To receive all correspondence, deciding with the Chair which need immediate responses, which can await the decision of the EC.
- Following the EC Meeting, follow the decisions made and where directed circulate to the wider HHD membership via the HHD u3a website.
- Answer correspondence as appropriate.
- To check, prior to each EC Meeting, with the Assistant Secretary, that all the Secretarial responsibilities for the meeting are in hand.
- To review the HHD Constitution and propose amendments as necessary.
- To review the HHD Policies and recommend revisions and updates as required.
- To ensure after the EC Meeting that the minutes have accurately recorded the discussions, decisions, and actions.

#### **b) Monthly Meetings**

- To arrange for the checking of membership status on entry, and for the recording of other u3a members and any visitors.
- Record the visitors and pass information to the Membership Secretary for follow up membership applications, as per HHD Policy.
- Supply attendance details to the Chair, Meetings Organiser, Treasurer as required.

#### **c) AGM**

- Recommend the date of the meeting to the Chair, in line with the HHD Constitution.
- In the months preceding the AGM check:
  - which EC members and Officers are due to stand down
  - which EC members and Officers are choosing to stand down
  - alert the EC to the issues of succession and general recruitment to the EC.
  - Gain EC approval on matters relating to Proxy voting and voting methods.
- Consult with the Chair to produce the agenda and supporting reports and documentation, which make up the Annual Report and issue in accordance with the timescales set out in the Constitution.

- Prepare the balloting arrangements for the AGM as directed by the EC.
- Check the necessary quorate information for the AGM, keeping the Chair always briefed.
- After the AGM ensure that the minutes have been accurately recorded.

**d) Information Liaison**

**Complete and return various administrative documents from the national u3a office and The Charity Commission as required.**

<b>u3a</b>	<b>Doc HHD–Role description - Secretary</b>	HHD u3a
Version	Description of changes	Date
Draft V1	Amended from TAT base document	27-11-2022
V1	Approved by ECM	14-12-22
New style Draft v1	Approved by ECM	29-01-2025