



ROLE DESCRIPTION - THE SECRETARY

- **The secretary is part of a team of branch officers who together take responsibility for ensuring the smooth, day to day running of the EC and HHD u3a.**
- **The secretary receives correspondence and in discussion with the chair and/or relevant branch officer(s) decides on what needs an immediate response, what needs raising at the EC.**
- **The secretary has overall responsibility for reviewing the constitution and policy documents, archiving records, updating the Equipment Log and Accident/ Incident book. These tasks can be delegated out to other EC or non EC members.**
- **At the monthly EC the secretary liaises with the chair on the agenda, matters arising, circulates the relevant papers, manages the minutes.**
- **At the Monthly Meeting the secretary takes responsibility for checking various aspects of attendance.**
- **The secretary manages the AGM process, with assistance from others.**