



Islington U3A

Job Description

Officer Role - Secretary

Rev 2.0

<b>Purpose:</b>	To take and keep records of all the official meetings of iU3A Executive Committee
<b>Core duties:</b>	To construct the agenda for the EC meetings with the chair
	To send out the agenda and papers for discussion at the EC in good time
	To take fair and accurate minutes at the EC meetings
	To agree the minutes with the Chair and to circulate them to EC members
	To maintain full and accurate files including minutes
	To take action as required following the meeting
	To deal with correspondence following discussion with the Chair
	To be the link with the National Office and to ensure that information is relayed to the EC and to the membership
	Attend EC Meetings and support actions arising
<b>Other possible activities:</b>	To compile papers for the AGM
<b>Skills and experience required:</b>	Good written communication skills
<b>Role Exclusions:</b>	n/a
<b>Approx Time Commitment:</b>	Varies but as an average 3 hours a week. Bigger workload at time of AGM and Monthly EC Meetings
<b>Accountable To:</b>	iU3A Chair