

# HARLOW u3a ROLE DESCRIPTION: SECRETARY

## THIS ROLE MUST BE HELD BY A TRUSTEE

The Secretary is one of the three required Officer Roles, registered with TAT and HMRC/Charities Commission.

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

### PURPOSE:

The purpose of the Secretary’s role is to –

1. Be the committee’s organiser and the person most involved in the practical tasks required to run Harlow u3a.
2. Be the primary point of contact for the Third Age Trust (TAT), the Charities Commission, other external organisations and individuals.
3. Have, and apply, good knowledge of Harlow u3a’s constitution, and guiding operation of the charity, in compliance with the charity and the law.

### KEY TASKS

The main tasks are to –

1. Deal with information and communications between Harlow u3a, TAT, Eastern Region u3a, other organisations and individuals.
2. Ensure records and registration required by TAT and the Charities Commission are kept current.
3. Act as Harlow u3a’s voting representative where we have voting rights, and consulting with the trustees on voting and representation issues.
4. Keep trustees informed as needed.
5. Ensure the legal and safe retention of records subject to legal or policy requirements, ( primarily digital), including the safe destruction of eligible records.
6. Make available digital records at Rainbow Services and update quarterly.

7. Check mail at Rainbow Services at regular periods.
8. Prepare the agenda for committee meetings, in consultation with other trustees. Circulate the agenda, and any other documents required, to committee members prior to meetings.
9. Record meeting Minutes and circulate to trustees.
10. Manage Harlow u3a Annual and Special General Meetings.
11. Work with the Treasurer, to prepare and deliver the annual report to the Charity Commission/HMRC.

## **RESPONSIBILITIES AS A COMMITTEE MEMBER**

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.