

ROLE OF THE ADMINISTRATION SECRETARY

The Administration Secretary is elected at the Annual General Meeting (AGM), in accordance with the BFu3a constitution. The Administration Secretary is the Committee link with National u3a and deals with the practical running of the BFu3a.

Primary Tasks:

- Prepare Agendas, in consultation with the Chair, and distribute for relevant meetings in good time.
- Keep the Chair informed of relevant correspondence addressed to the Admin. Secretary
- Be an additional signatory for banking purposes
- Take action as required following meetings
- Arrange venues for meetings as necessary
- Deal with any correspondence following discussion with the Chair
- Be the link with the National Office and ensure that appropriate information is relayed to the Committee and passed on to the Membership as necessary
- Inform National u3a and TVN of any changes to BFu3a Committee Membership and update the list of trustees on the Charity Commission website as required.
- Be the main point of contact with Thames Valley Network and disseminate information to the BFu3a Committee and membership, including details of TVN talks and events, as appropriate
- Attend TVN meetings with or instead of the BFu3a Chair
- Submit to the Newsletter Editor(s) a list of National & TVN events for inclusion in the latest BFu3a Newsletter - newseditor@bracknellu3a.org.uk
- Send out to all BFu3a members on email the latest newsletter as prepared by the editors
- Provide the Web Editor with information for upload to BFu3a website
- Ensure Job Role descriptions are reviewed as required and kept updated on the website
- Review Charity Commission newsletter/ and relevant updates and inform BFu3a Committee of relevant articles
- Prepare membership recruitment leaflets and business cards and welcome packs for the membership secretary as necessary.
- Forward to the Committee a compilation of Officers' reports prior to Committee meetings

Aspects Applicable to all Committee Positions

Ensure opinions expressed in Committee meetings are regarded as confidential.

No matter what individual opinions or voting choices are, once an item is approved by the Committee, all must accept it as decisive and final without further comment (*see National Office: Trustees Code of Conduct – Corporate Responsibility*)

Send a brief report to all Committee members 7 days prior to the next Committee meeting

Where possible and by agreement, undertake ad hoc tasks as required by the Committee.

Prepare and carry out a comprehensive handover to a new incumbent when appointed.