

# U3A: MOSELEY, KINGS HEATH AND DISTRICT

## Executive Committee: Role Description for BUSINESS SECRETARY

### A. General Responsibilities

1. To support the ethos and philosophy of the U3A
2. To attend, and take an active part in the monthly Executive Committee (EC) meetings
3. To assist in the preparation and running of the Members' Monthly meeting
4. To support colleagues on the EC, and shadow/deputise where appropriate

### B. Role

1. To be the main link between the U3A National Office and the local Moseley, Kings Heath and District U3A
2. To organise the programme of speakers at Members' Monthly meetings
3. To be responsible for organisational matters relating to Minutes

### C. Main Responsibilities

1. To ensure that members are aware of events, courses and other activities organised by the U3A nationally, or in the regions
2. To pass on any information of relevance to the Executive Committee
3. To keep Interest Groups and local members informed of national or local resources available to them
4. To arrange the programme of speakers for Members' Monthly meetings in consultation with the EC, and liaise with the speakers over arrangements for meetings
5. To make arrangements for the hiring of the venue for Members' Monthly meetings and AGMs, and liaise with the venue over equipment requirements
6. To ensure that Minutes are taken for EC meetings and AGMs, keep a file of Minutes of past meetings and ensure that Minutes are circulated.

### D. Maximum tenure of office (Elections at the AGM: May): 3 years