

U3A: MOSELEY, KINGS HEATH AND DISTRICT

Executive Committee: Role Description for COMMUNICATIONS 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 ensure that members of MKHD U3A receive information to allow them to participate to the maximum in U3A activities.
2. To be the first point of contact for members wishing to feed views back to the EC.
3. To deputise, where necessary, for the Business Secretary

C. Main Responsibilities

1. To send the Newsletter, Interest Group Information and occasional urgent information to members.
2. To keep a record of members who do not have email and ensure that they have specified ways of receiving MKHD U3A information.
3. To collect in appropriate ways the views of members and feed the views back to the EC.
4. To liaise with members who may wish to make a complaint to the EC.
5. To liaise with the Business Secretary over information provided to members via the website.
6. To deputise for the Business Secretary as and when necessary.

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