



## MOSELEY, KINGS HEATH AND DISTRICT U3A

### **Executive Committee: Role Description for BUSINESS AND COMMUNICATIONS SECRETARY**

#### **A. General Responsibilities**

To uphold the aims and objectives of the Moseley, Kings Heath and District U3A as a member of the Executive Committee, helping to provide members a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and others volunteers to ensure our U3A operates smoothly and efficiently.

#### **B Role:**

To be the main communications link between the U3A National Office and the local Moseley, Kings Heath and District U3A.

#### **C Main responsibilities:**

1. To produce and electronically distribute the monthly newsletter with input from the Executive Committee and others, where appropriate.
2. To ensure that members are aware of events, courses and other activities organised by the U3A via the newsletter.
3. To pass on any information of relevance to the Executive Committee from the National and Regional U3A offices.

D Maximum tenure of the office (elections at the AGM May): three years.

October 2019