

NORTH DOWN & ARDS u3a

ROLE DESCRIPTION

BUSINESS SECRETARY

The Business Secretary is a key member of the Executive Committee (EC), and is responsible for the timeliness, accuracy and distribution of information on important issues and decisions.

The main duties are:

- Dealing with all correspondence addressed to the North Down & Ards u3a (NDAu3a) and circulating information to the Chair or EC as necessary.
- Liaising with the Chair regarding the review of policies, compiling EC agendas and agreeing to the need for supporting paperwork.
- Ensuring that all meetings are effectively organised, minuted and circulated to EC members in good time.
- Preparing the agenda and supporting paperwork for the Annual General Meeting (AGM) in consultation with the EC.
- Assisting the Chair with the production of the Annual Report for presentation to the membership at the AGM and onward transmission to the Charities Commission.
- Ensuring that important documents e.g., AGM minutes, Annual Reports, minutes of EC meetings are archived in accordance with the Document Archive Policy.
- Acting as the NDAu3a contact with the NI Charities Commission, the Third Age Trust (TAT) and the NI Regional Committee (NIREC).
- Ensuring that newly appointed members of the EC are made aware of their responsibilities as Trustees of the registered Charity and complete the requisite Trustee Declarations etc.
- Notifying the NI Charities Commission and TAT of all relevant changes to the EC.

Agreed by the Executive Committee
August 2023