

North Down and Ards U3A

Role Description

Business Secretary

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

Duties

- Ensure online logon is set up with Charities Commission NI at an early time.
- Responsible for preparing agendas for the EC and agreeing them with the Chair of the EC.
- Ensure that minutes are taken at all EC meetings and AGM are circulated to Executive Committee members within one week of the relevant meeting.
- Act as Liaison for NDAU3A with the Third Age Trust and U3A's NI Regional Executive Committee (NIREC) in all matters.
- Ensure online logon is set up with Charities Commission NI at an early date.
- Act as NDAU3A's contact for the NI Charities Commission and submit the annual return on a timely basis.
- Receive all correspondence addressed to NDAU3A and present the same to the Chair or EC as necessary.
- Ensure that any newly appointed members of the EC are aware that they are Trustees of the registered charity and –
 - Obtain a signature to and file the Charity Trustee Declaration (Appendix A).
 - Are given a copy of NDAU3A's Trustee Code of Conduct (Appendix B)
 - Receive an information pack as listed in Appendix C.
- Be responsible for filing and retrieval of files and documents in accordance with NDAU3A's Document Archiving Policy.
- Be aware of and comply with NDAU3A's Data Protection and Privacy Policies.
- Ensure that the next Business Secretary is adequately briefed.
- Take any other action authorized by the EC on behalf of NDAU3A that common sense requires.

Agreed by the Executive Committee on 1 February 2019

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