

North Down and Ards U3A

Role Description

Minutes Secretary

The Minutes Secretary is essential to the working of the Executive Committee, required to attend all meetings and is responsible for an accurate record of proceedings. It is not essential that the Minutes Secretary be a Trustee.

Duties

- Draft the minutes of all EC meetings for approval by the Chair and the subsequent EC meeting. The minutes should clearly record –
 - All decisions made by the EC,
 - The names of EC members assigned actions,
 - What the actions are.
 - Publish the minutes within one week of the meeting concerned.
- Agreed and signed minutes must be held in NDAU3A's archives in accordance with regulatory requirements.
- Make all necessary arrangements in connection with EC meetings.
- Make all necessary arrangements for NDAU3A's Annual General Meeting and ensure that all necessary papers are made available.
- Record the minutes of the AGM for subsequent approval.

Agreed by the Executive Committee on 1 February 2019

Document Review Date: April 2022

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