

Melton Mowbray U3A

The role of the Business Secretary

1. Be the first point of contact for general enquiries from the website. Deal with enquiries or forward to relevant members to resolve.
2. Ensure meeting rooms are booked for committee meetings and monthly speaker meetings, as well as ad hoc requests
3. Attend monthly committee meetings. Produce agenda and take minutes for all committee meetings. Ensure all committee meeting minutes are stored on shared Google drive.
4. Liaise with Third Age Trust – submit annual returns, act as elected voter for TAT board positions, etc.
5. Keep records – keep nomination forms for all committee members, be able to provide copies of up to date licences, copyright documents, etc. as requested
6. AGM – Produce agenda, attend AGM. Announce nominations for new committee, record any objections, announce new committee. Produce minutes
7. Maintain list of committee decisions
8. Work closely with the Chairman, handling ad hoc requests as required
9. To perform comprehensive handover to new Business Secretary when required to do so
10. To maintain responsibilities associated with being a U3A trustee