

SECRETARY – Summary Role Description

Role Summary

- To support the Chair in ensuring the smooth running of the Board of Trustees (the Committee).
- To take overall responsibility for the practical day to day administration of Cu3a.
- To present a written monthly report to the committee.
- To deal with correspondence and the circulation of information.
- To ensure meetings are effectively organised and minuted.
- To maintain accurate and effective records. To act as an information and reference point for all members of the committee.

Charnwood u3a	SECRETARY – Summary Role Description		
Version	Description of changes	Date of change	Review date
2.0	Revised the layout of the summary, added point about monthly reporting.	15/07/2024	