

DOCUMENT STATUS:

REF NUMBER:	JD-03
TITLE:	u3a Secretary – Role Description
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APPROVED BY:	Wadhurst & District Trustees & Committee
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SIGNED	 <i>Jane Austin (on behalf of the Wadhurst u3a Trustees)</i>
DESIGNATION	Vice Chair of Wadhurst & District u3a
DATE OF LAST REVIEW	July 2026
DATE OF NEXT REVIEW:	July 2029 (or sooner, if required)

THE ROLE OF SECRETARY/BUSINESS SECRETARY:

As Secretary you will:

- Be the main point of contact for the committee
- Ensure you meet the objectives of the u3a by following the Constitution and the law in ensuring effective governance, and act in line with the u3a Trustee Code of Conduct (see endnote)
- Work closely with the Chair to organise and schedule all committee activity, helping the u3a to run effectively and efficiently

SKILLS & ATTRIBUTES:

- Good organisation skills; methodical approach with strong attention to detail and accuracy
- Expert at keeping track of dates, bookings and policy documents
- A team player who enjoys working with others
- Comfortable being an assertive communicator but also a willingness to ask for help when needed

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SUPPORT FOR YOUR ROLE:

- Handover and support from the outgoing Secretary, where possible Help from experienced and current committee members
- Trustee induction with the u3a
- Information, advice and workshops are available from the Third Age Trust, via the u3a website or by email, info@u3a.org.uk
- Networking opportunities with local u3a networks, region/nation support teams and Council Representatives.

KEY TASKS:

Some duties can be delegated to other members of the committee and/or volunteers., by agreement of the Trustees.

- Follow our u3a's constitution and meet its charitable goals
- Be committed to running a successful u3a for the benefit of its members
- Follow the statutory requirements and the guidance from the charity regulator
- Prepare and organise committee meetings, AGMs and any other meetings. This will include planning agendas, documents, meeting minutes and other paperwork
- Monitor decisions and agreed actions from meetings and record all decisions
- Keep comprehensive records of all u3a documents, such as accident reports, licences, decisions, minutes of meetings, annual reports and AGM procedures
- Serve as the main point of contact for information and communication at the u3a, and between the committee and its members, ensuring this is ongoing and effective
- Keep track and respond to all communication
- Make sure the Third Age Trust (u3a Office) is kept up to date with any changes in committee members by updating the Contact details portal
- Stay up-to-date with policy and procedural changes from the Third Age Trust and the charity regulator
- Keep on top of practical responsibilities at the u3a, such as having a secure storage for u3a information.
- Responsible for u3a equipment and the renewals of u3a registration dates.

HELPFUL INFORMATION:

- **Charity Commission guides for charity trustees:**
<https://www.charitygovernancecode.org/>
<https://charitycommission.blog.gov.uk/2017/07/13/the-new-charity-governance-code-essential-reading-for-all-trustees/>
- **u3a Trustee Code of Conduct:**
<https://www.u3a.org.uk/about/about-the-trust/code-of-conduct>