



Minutes Secretary - Role description

The Minutes Secretary produces accurate official records of formal meetings held by Plymouth u3a. They distribute draft versions as required and ensure that final versions approved by the Executive Committee are published by the Webmaster.

The post typically takes one to two hours a month.

Detail

The meetings involved are:

- The Executive Committee (EC), held each month (first Monday each month, pm)
- Annual General Meeting (AGM), held on a Monday in July each year, and
- The annual meeting of Plymouth u3a Group Leaders, held in May each year.

Meeting records should provide an accurate record of discussions, agreements and decisions taken by the EC at each meeting.

The Minutes Secretary distributes a draft of the minutes/notes promptly and ensures that copies of final versions approved by the EC are posted on the website by the Webmaster.

Responsibilities as a Committee Member

- The Minutes Secretary is appointed for a 2-year term. The role holder may be co-opted onto the Committee until they can be formally appointed by vote at the next AGM.
- Attends Committee meetings and contributes to the effective running of the Plymouth u3a.
- Corresponds with Executive Committee members via email, as necessary.
- Is prepared to assist with/perform any other tasks at the request of the Committee.
- Is aware of the requirements in being a u3a Trustee and adhere to the Code of Conduct and the Data Protection Act.
- Is familiar with the Plymouth u3a Constitution. Update the Plymouth U3A Policy and Procedures document as required.
- Promotes the u3a ethos and encourage others to volunteer to assist the Committee.

Key attributes of the Minutes Secretary

- Confidentiality, efficiency and ability to communicate clearly.
- Up to date IT skills, (e.g. use of Word, Excel, email, Zoom, web browser, etc.)
- Appropriate training and support can be provided.

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