



Approved by Committee 02/05/24.

Role of Business Secretary

The role of Business Secretary is a responsible position for Olton and District u3a.

The Business Secretary will work with other officers to ensure the continued success of Olton and District u3a.

Occasional responsibilities.

- Receive & circulate reports of sub-committees or working groups, other meetings, and office mailings or correspondence from the Third Age Trust, or from other third parties as appropriate.
- Keep accident report records and ensure that the Executive considers any actions required to ensure future safety.

Annual responsibilities

- Update annual report and list of Trustees after each AGM on the Charity Commission website and safeguard password.
- Distribute AGM notices and paperwork at the appropriate time.
- Keep copies of insurance certificates and licences.
- Send maximum number of members to the National Office.
- Submit changes in officers to the Third Age Trust and Regional Trustee.
- Coordinate annual risk review.

Very occasional – usually bi-annual or less

- Maintain and circulate the Policy and Procedures documents.
- Ensure job descriptions are reviewed and kept up to date.
- Enable continuity for the position of Business Secretary at the end of the Business Secretary's term of office.