

ROLE TITLE – NOTTS. NETWORK SECRETARY

To safeguard the good name and values of Notts. Network of U3As. To be aware of Equality and Diversity and Data Protection issues.

To be aware of the Health & Safety Best Practises at Meeting Venues, ensuring that all visiting members “sign in”.

To attend Network and Officers’ Meetings whenever possible, ensuring the smooth running of these meetings.

To work together with the Officers and other volunteers in their independent roles.

On behalf of the Network to respond to all Communications to and from the Network keeping the Chairman and other Officers aware. Copies of information to be kept on file.

To ensure that any events are updated in the Diary of Events and circulated to Publicity and Network Members.

To arrange the quarterly Network meetings and any other meetings requested ensuring that all costs and venue invoices are given to the Treasurer.

To ensure that the Agenda, all reports and any other information are circulated to the members who are attending the Meeting via the County Contact.

To take Minutes at all Meeting, typing up the Minutes with appropriate “Action Points” and confirming with the appropriate Chairman that they were a true reflection of the Meeting.

Working with the Chairman and other Officers, ensure that an AGM is organised annually, giving the required amount of notice to all U3As within the Network of any proposals and/or changes.

To ensure that all roles in the Network are filled in accordance with the election procedures agreed by Network.

To act as a signatory for the Network’s bank account.