



## Paisley and District u3a – EC Role Descriptor

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# Secretary

### Key Role

To contribute to the effective administration of P&D u3a by providing secretarial support to the Chair and Executive Committee.

### Specific elements

- As nominated contact for Third Age Trust, receive and circulate communications.
- Support the resolution of legal and constitutional concerns.
- Ensure all required documentation is securely stored and effectively maintained.
- Provide required administration of meetings – EC, AGM, Ad Hoc.
- Support the planning, preparation, and administration of other events.
- Support Chair and Committee Members with general clerical assistance.

### Generic elements

- Ensure compliance with P&D u3a policies and procedures, especially:
  - Committee Member’s Code of Conduct
  - Data Protection and Privacy Policies
  - Safeguarding
  - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider P&D u3a activities.

<b>u3a</b>	<b>Paisley and District u3a</b>
Secretary– Role Descriptor	
Approved by Executive Committee	
Review Date	January 2025