

Purpose:	To take and keep records of all the official meetings of iU3A Executive Committee and to ensure governance is followed
Core duties:	To attend EC Meetings and support actions arising
	To construct the agenda for the EC meetings with the Chair
	To send out the agenda and papers for discussion at the EC meetings in good time
	To take fair and accurate minutes at the EC meetings
	To agree the minutes with the Chair and to circulate them to EC members
	To maintain full and accurate files including minutes
	To take action as required following the meeting
	To deal with correspondence following discussion with the Chair
	To be the link with the U3A Office and to ensure that information is relayed to the EC and to the membership
	To be the formal contact with the Charity Commission and to ensure iU3A is compliant with all Charity Commission requirements.
	To ensure iU3A is compliant with its Constitution.
	To prepare and organise the AGM/SGM in accordance with the constitution
Other possible activities:	To respond to queries from members and others as appropriate
Skills and experience required:	Good written communication skills
Role Exclusions:	n/a
Approx Time Commitment:	Varies but as an average 3 hours a week. Bigger workload at time of AGM and Monthly EC Meetings
Accountable To:	iU3A Chair