

## **Dorking & District u3a**

### **Role Description – Minutes Secretary**

#### **Main responsibilities**

1. **To write up the minutes of committee and annual general meetings**
2. **To liaise with Chairman / Secretary for verification of the minutes.**
3. To circulate approved minutes with relevant documentation where appropriate.
4. **To maintain a record of past meeting minutes.**
5. To work with the Chairman and other Committee members to promote the success and smooth running of D&D u3a.
6. To recognise the collective responsibility of the Committee and abide by its decisions.
7. To uphold the confidentiality of matters discussed by the Committee.
8. To generate ideas for keeping D&D u3a vibrant and relevant for members.

#### **General duties**

9. Active participation in the management of the u3a including regular attendance at AGM, monthly speaker and committee meetings.
10. Help with social activities and promotional events.