HASTINGS & ROTHER U3A

MINUTES SECRETARY

DUTIES AND RESPONSIBILITIES

To ensure meetings of the committee are effectively organised, documented and a record maintained. Recognising that it is no longer necessary to maintain a paper record of the minutes.

The Minutes Secretary is not a Committee Member or Trustee and has no voting rights or access to Beacon.

The minutes issued to committee groups 1 and 2 will be saved to the Shared Drive and saved electronically and securely by the Minutes Secretary.

Any amendments to the minutes will be recorded in the following meeting's minutes. The Chair will agree the minutes and any amendments. This will be recorded in the minutes.

This is achieved by: -

1. Maintaining an up-to-date contact list of all committee group 1 and 2 members.
2. Receiving agenda items from committee members.
3. Liaising with the Chair to plan and finalise the agenda.
4. Circulating the agenda, 7 – 10 days ahead of the meeting.
5. Ensuring copies of reports received have been circulated to all before the meeting.
6. Receiving apologies from committee members unable to attend.
7. Attending the committee meeting and taking contemporaneous notes, recording decisions made and actions agreed, as well as noting any items to be included on the agenda of future meetings.
8. Passing Draft Minutes to the Chair and Business Secretary for checking and amendment within 4 days of the committee meeting.
9. Circulating the Minutes in PDF form, normally within one week of the meeting. This version to be saved to the Shared Drive.
10. Circulating a separate list of Action Points, as a reminder to committee members with the Minutes.

11. The Minutes to be approved at the following committee meeting. Any amendments to be noted in the minutes of that meeting.
12. Preparing the agenda for the AGM in consultation with the Chair and Business Secretary.
13. Completing the nomination form for committee posts and vacancies, properly proposed and seconded, after advice from the Chair and Business Secretary.
14. Drafting the AGM invite for members and requesting motions for discussion at the AGM, properly proposed and seconded, to be received no later than 14 days before the AGM.
15. Passing the AGM documents in 12, 13 and 14 to the Chair and Business Secretary for issue.
16. Passing documents for printing to Website Administrator at least one week before the AGM. Agenda, minutes, Nomination Form, Resolutions (if applicable), Chair's report, Treasurer's report, JDs (if applicable).
17. Attending the AGM and taking contemporaneous notes, recording decisions made and actions agreed.
18. Passing the Draft AGM minute to the Chair and Business Secretary for checking and amendment, within 2 weeks of the AGM.
19. Passing the agreed AGM minutes to the Website Administrator for inclusion in the AGM section of the website, within 1 month of the AGM.
20. Passing the agreed AGM minutes to the Database Administrator for inclusion on the shared drive within 1 month of the AGM.
21. Maintain an electronic file of all minutes.

September 2026