



HARBOROUGH WELLAND u3a

Secretary – A trustee and a Member of the Committee

Role - summary of key responsibilities

To support the chair in ensuring the smooth running of the HWu3a committee of trustees

To take overall responsibility for the day-to-day administration of the u3a

To deal with all correspondence and the circulation of information from external sources such as the Third Age Trust, Charity Commission etc.

To maintain effective records

To act as an information and reference point for all committee members

To safeguard the good name and values of HWu3a and the u3a movement