

Teesdale u3a

teesdale.u3asite.uk

Role description – Business Secretary

This document should be read in conjunction with the description for a trustee of Teesdale u3a

The Role

As Business Secretary you will:

- Ensure Teesdale u3a meets its objectives by following the constitution and the law in ensuring effective governance, and act in line with the [u3a Trustee Code of Conduct](#)
- Be the point of contact between Teesdale u3a and The Charity Commission as well as the u3a national and regional Offices
- Keep the Chairperson well informed of Charity Commission and u3a business
- Act as an information and reference point for all members of the committee and share together the collective responsibility of running Teesdale u3a
- Ensure the correct procedures for the AGM and any other special meetings are followed in line with our constitution

Skills & Attributes:

- Good organisation skills; methodical approach with strong attention to detail and accuracy
- Ability to keep track of dates, bookings and policy documents
- A supportive team player, who enjoys working with others
- Effective communication skills

Key Responsibilities:

Please note that some duties can be delegated to other members of the Committee and/or other volunteers, by agreement of the Trustees.

- Follow Teesdale u3a's constitution, and meet its charitable goals
- Be committed to running a successful u3a for the benefit of our members

National

- Follow the statutory requirements and advice from the charity regulator
- Stay up to date with, and disseminate as appropriate, communications from the Third Age Trust and the Charity Commission
- Keep the Third Age Trust Office up to date with any changes in committee members by updating the [contact details portal](#)
- Complete and submit the required annual return to the Charity Commission
- Register and cast votes for u3a elections on behalf of Teesdale u3a

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Local

- Prepare and circulate material for AGMs and any other special meetings to members in accordance with our constitution
- Keep comprehensive records of u3a documents, such as incident reports, licences, risk assessments and AGM procedures
- Maintain an up-to-date asset register of Teesdale u3a equipment and ensure appropriate PAT testing is carried out in line with statutory requirements
- Keep licence and insurance documents up to date
- Serve as the main point of contact for information and communication at Teesdale u3a
- Arrange and book venues for our monthly general and committee meetings
- Act as one of the second signatories for bank mandates
- Produce business reports for the monthly Teesdale u3a committee meetings
- Provide new committee members with information and advice on their role and responsibilities as a trustee and ensure they complete a Fit & Proper declaration

Key tasks delegated to the Minutes Secretary

The Role

As Minutes Secretary (MS) you will:

- call, administer and minute meetings - ie. set a date for the meeting, a timetable for discussions, an agenda, distribute all relevant papers in good time and record minutes of decisions and actions.

Key Responsibilities:

- Draft Agendas for Committee meetings, discuss and agree comments, additions etc with the Chair, before circulating to all Trustees. Add any items and apologies as advised by the Chair
- Take minutes throughout the meeting, noting any decisions, actions and key matters discussed
- Circulate draft Minutes to all Trustees promptly after the meeting; add any amendments with the agreement of the Chair
- Send out the Final Minutes with the Agenda to all Trustees the weekend before the Tuesday meeting
- Ensure the Chair signs a copy of the finalised minutes once they have been agreed by the committee and then ensure they are scanned and saved on Google Drive

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Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more about the role, please contact bissec@teesdaleu3a.org.uk

Teesdale u3a	Role description: Business secretary	
Version	Description of changes	Date
1.0	Creation of new document	06/08/2026
1.1	Revised after subcommittee discussion	01/09/2026