



Fairford & District u3a

Role description – Secretary

Role Summary

- Be the main point of contact for the committee
- Ensure you meet the objectives of our u3a by following our constitution and the law in ensuring effective governance, and act in line with the [u3a Trustee Code of Conduct](#)
- Work closely with the Chair to organise and schedule all committee activity, helping our u3a to run successfully.

Support for your role:

- Help from experienced and current committee members
- Trustee induction with our u3a
- Handover and support from the outgoing Secretary, where possible
- Information, advice and workshops are available from the Third Age Trust, via the [u3a website](#) or by email, info@u3a.org.uk
- Networking opportunities with [local u3a networks](#), region/nation support teams and [Council Representatives](#).

Key Tasks:

- Follow your u3a's constitution, meet its charitable goals and regularly review the constitution to meet current and future needs
- Be committed to running a successful u3a for the benefit of our members
- Follow the statutory requirements and the guidance from the charity regulator
- Commit to and follow the terms of membership of the Third Age Trust
- Be aware of the duties and responsibilities of all Trustees (committee members) in their role as Charity Trustees
- Prepare and organise committee meetings, AGMs and any other meetings. This will include planning agendas, documents, meeting minutes and other paperwork
- Monitor decisions and agreed actions from meetings and record all decisions
- Keep comprehensive records of all u3a documents, such as accident reports, licenses, decisions, minutes of meetings, annual reports and AGM procedures in collaboration with the Webmaster
- Serve as the main point of contact for information and communication at our u3a, and between the committee and our members, ensuring this is ongoing and effective
- Keep track and respond to all communication
- Make sure the Third Age Trust (u3a Office) is kept up to date with any change in committee members by updating the [Contact details portal](#)
- Stay up to date with policy and procedural changes from the Third Age Trust and the charity regulator
- Keep on top of practical responsibilities at our u3a, such as having a secure storage for u3a information in collaboration with the Webmaster
- Responsible for u3a equipment, with the Treasurer, and the renewals of u3a registration dates.



Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more, please email [secretary@fairfordu3a.org.uk] to learn more about the role

u3a	Role description: Secretary	Fairford and District u3a
Version	Description of changes	Date
1.0	Role description created	21/04/2026