

Role description – Business Secretary

Role summary

1. To provide leadership to Barnsley & District u3a; oversee its operations and development in line with relevant legislation, Charity Commission regulation, The Third Age Trust good practice, the Bu3a constitution and policies, and the wishes of the Bu3a Trustees and Membership.
2. For regulatory purposes, be the primary contact point for Bu3a with The Charity Commission
3. For operational activities, in particular correspondence, be the primary contact point for Bu3a with The Third Age Trust, other u3as and community organisations.
4. To ensure the effective running of the Executive Committee by providing organisational knowledge and administrative support.

Main responsibilities

The responsibilities below are in addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies. In executing the responsibilities below the Business Secretary may delegate activities while maintaining overall responsibility.

1. Ensure the organisation has appropriate insurance cover and licences for its activities and that mechanisms are in place to deliver compliance.
2. To organise Executive Committee meetings in accordance with the Bu3a constitution and otherwise as agreed, including construction and circulation of agendas and papers, record keeping and monitoring of agreed actions.
3. To ensure records required by The Third Age Trust and the Charity Commission are current and accurate. To ensure Bu3a is aware of information, regulation and advice from these organisations in a timely manner.
4. To be the point of contact for internal and external management of health, safety and insurance issues, in particular any external reporting and insurance claims.
5. To organise the AGM in accordance with the Bu3a constitution and as agreed with the Executive Committee
6. To develop links with community organisations as agreed with the Executive Committee in line with Bu3a policy.
7. To maintain the archive of records required for regulatory and historical purposes.
8. Maintain process to ensure GDPR compliance, according to agreed Bu3a policy, including register of who has access to what electronic data.
9. Ensure a comprehensive handover to successor.