

## **Vacancy - Secretary of Sheffield U3A**

### **Who and what is the Secretary of SU3A?**

I'm Jenny and I became the secretary within a year of joining SU3A. I think we have a marvellous organisation and wanted to contribute something back. I am a member of the Executive Committee and my role is to support and help the Chair and other members of the EC as well giving my views on any matters that are raised. I organise the meetings along with the Chair and am responsible for the administration requirements of the EC, for example filing copies of minutes and reports. I do not do the minutes of any meetings, we have a wonderful minutes secretary who does all that. I organise and distribute the EC calendar and raise awareness of any points being raised on the National Office website. I also act as a contact point for any members who do not know who they need to speak to.

**Who supports me?** The Chair and I work very closely but all the EC members are available if and when required. Initially, I worked closely with previous secretaries until I felt more comfortable in the role.

**Skills required?** A good organiser, be comfortable with using a PC and the internet, be a good listener.

**How much time does it take?** 1-2 hours per week subject to any upcoming meetings.

**What have I got out of it?** Satisfaction that I have been able to help some members and that my contribution has made a difference. I, too, have learned many new things.

If you are interested or want more details please give me a call or drop me an email.

Jenny Graaf

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