



To All U3A members

Assistant Secretary to the Region

The Region has established the post of Assistant Secretary to help the Secretary with the work and to stand in for her/him when the Secretary is not available.

Applications are invited for this post from any member of a U3A in the Region.

If you would like to express an interest or to apply, you are invited to do so by e-mailing me expressing your interest and giving your details (name, U3A and your telephone number). For those who might be interested I have a job description, to indicate what is expected of the postholder, and a nomination form. Also, you may wish to talk to me (tel: 01162 432 371 or mobile 07821 365758) about the role.

Nominees need to be proposed by one and seconded by another member U3A and state their name and U3A. Nominations need to be with me by 15th June 2013.

A few words of explanation might be helpful at this stage: the Assistant Secretary needs to be confident in using a computer, particularly with reference to word processing and e-mailing. Having a computer running "Word" and broadband with an e-mail account are necessary. Attendance at three Regional Representative Council (RRC) meetings per year and the AGM is expected. The Assistant Secretary needs to work from time to time with the other officers of the Region and frequently with the Secretary.

Further guidance on the Region, its scope and activities, can be found on the regional website: <http://www.eastmidlandsu3as.org.uk/>

With kind regards,

Gill Childs

Secretary, East Midlands Region U3As