

JOB OUTLINE FOR CHAIRMAN

Purpose

The post-holder is ultimately responsible for all the activities of Beccles U3A and for the continuance of those activities.

He/she will be the Chairman of the Executive Committee.

He/she will be a signatory for all bank accounts held in the name of Beccles U3A.

He/she will be a member of the Executive Committee.

The holder of this post will be elected by the Members at the AGM and will serve for a maximum of three years.

Responsibilities

The post-holder will:

1. Be responsible for the quality of the Monthly Meetings.
2. Be the Chairman at Monthly Meetings.
3. Compile, with the Business Secretary, the agenda for meetings of the Executive Committee.
4. Be Chairman at meetings of the Executive Committee.
5. Represent Beccles U3A at external events.
6. Ensure that there are effective internal and external communications.
7. Deal with complaints and grievances raised by members.
8. Chair the Annual General Meeting and give a yearly Trustees report

March 2015