

JOB OUTLINE FOR THE VICE CHAIRPERSON

Purpose

The post- holder will deputise for the Chairperson in his or her absence. He/she will be a member of the Executive Committee.

He/she will support the Chairperson and undertake other duties as agreed with the Executive Committee.

Responsibilities

The post-holder will:

1. Deputise for the Chairperson at monthly meetings.
2. Deputise for the Chairperson at meetings of the Executive Committee.
3. Provide an alternative source of motivation to the Executive Committee and the Beccles U3A while being diplomatic and a good listener.
4. Represent Beccles U3A at external events, as agreed with the Executive Committee.
5. Chair working parties as requested by and agreed with the Executive Committee.
6. Actively participate at the general meetings by greeting visitors, communicating with members and assisting in the initial preparation and tidying up at the end of the meeting.
7. Oversees all photocopying needs and other print jobs, such as membership cards, for Beccles U3A.
8. Undertake additional duties in agreement with the Chair and other Executive Committee members.
9. Contribute to the Trustees Annual Report as requested

March 2015