

Bishop's Cleeve U3A

Job Description: Chair

- To represent Bishop's Cleeve U3A to outside organisations and act as its spokesperson_____
- To regulate the affairs and proceedings of Bishops Cleeve U3A in accordance with the approved Constitution
- To chair committee meetings of the U3A
- To chair the monthly Open Meetings of the U3A
- To chair other group meetings such as New Members, Group leaders,
 - and ad hoc sub-committees
- To contribute a message of policy, encouragement, or news to the bi-monthly Clarion publication