

**Would You Like to be our next Chair**

# Role summary:

It’s such a varied role, you may think it’s all fun and games, or standing at the front of the meeting to make announcements.  Well, that’s big part of it, but it also includes the following:

* ·       To provide inclusive and democratic leadership to the committee.
* ·       To ensure the committee fulfils its responsibilities of the u3a.
* ·       To ensure the u3a upholds the guiding principles.
* ·       To oversee adherence to the terms and conditions of affiliation to the Third Age Trust.
* ·       To safeguard the good name and values of the u3a organisation.

# Main responsibilities

## Committee meetings

## Annual General Meeting (AGM)

## Governance - To ensure the committee complies with its constitution and remains focused on the u3a’s stated charitable objects/purposes and its aims.

## Finance - To be constantly aware of the financial position of the u3a through regular communication with the Treasurer

## Members of the u3a -

## To ensure the u3a has maximum impact for its members.

## To ensure all volunteers feel valued and supported.

## To attend u3a functions and host monthly meetings as required.

## External contacts - To liaise with local organisations and to be the first point of contact.  Also to be a spokesperson and an ambassador for the u3a ensuring that the local community is aware of what the u3a is and does. ·

## On completion of service - To carry out a comprehensive handover to the new Chair.