

Would You Like to be our next Vice Chair

# Role summary :

* Supporting the Chair to do their role.
* Step in for the Chair if they are unable to attend a meeting or event.
* Work with the committee to ensure they remain focused on the state purposes and aims.

# 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 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 Vice Chair.