

Burton-on-Trent u3a Roles of Committee Members

General Rules for all Committee members

- To be aware of the Common Responsibilities for all Committee Trustees.
- To note that all Committee Members are Trustees, and are aware of the Charity Commission's The Essential Trustee (cc3a)
- Be aware of, follow, and uphold the aims and principles of the Third Age Trust.
- To ensure the u3a applies its resources exclusively in pursuance of its charitable objects/purposes, abides by its governing document (the Constitution) and complies with charity law and other relevant legislation.
- To make every effort to attend all committee meetings and to offer apologies if unable to do.
- To be aware of the information contained in the induction pack, and to carry out efficiently their delegated roles.
- To support and encourage the membership and each other.

CHAIRMAN

- To ensure that all Trustees clearly understand their duties and responsibilities and can make best use of their skills so they can become fully engaged and involved.
- Ensure all housekeeping and safety notices are given out at all meetings at general meetings.
- To be impartial and encourage objectivity in decision-making.
- To ensure that copies of all correspondence received or sent is given to the Secretary for filing purposes.
- To attend network, regional and national meetings as appropriate.
- To act as one of the signatories for the Bank accounts.
- To plan the meeting agenda in advance with the Business Secretary and agree on any papers to be circulated with it.
- Chair all general and Committee meetings, ensuring that:
 - the meeting starts and ends on time.
 - all necessary business is covered.
 - discussions involve everybody and are not dominated by a few people.
 - discussions remain focussed on the stated agenda items.
 - clear decisions are reached following a unanimous or majority vote of the committee and recorded in the minutes.
 - a timetable for implementation of actions/decisions is agreed.
 - To provide a casting vote in the event of an equal split.
- To write a Chair's report for the AGM and send to the Secretary for circulation with AGM documentation.
- To chair the AGM ensuring that the business of the meeting is conducted according to laid down procedures and any existing standing orders.
- Help with Induction of new committee members as Trustees