

Chairperson Role description

Summary

The spokesperson for Coquetdale U3A with responsibility for its smooth running

Key attributes: A positive leader, flexible and approachable, a good listener and communicator, diplomatic and approachable.

Main responsibilities

1. Responsible for overall co-ordination and functioning of Coquetdale U3A
2. Chair Committee, AGM and general meetings
3. Liaise with outside bodies , including Neighbourhood networks, to represent Coquetdale U3A as and when needed
4. Assist & advise other officers and committee members
5. Compile, source and book speakers for the monthly meetings in collaboration with other committee members
6. Adhering to U3A guidelines, try to resolve any disputes/grievances that may arise
7. Ensure that the 'Aims & Principles' of U3A are upheld