

JOB TITLE Chairperson

THE PURPOSE OF THE POSITION

To ensure the committee is effective in task setting and implementing the direction and strategy of Dunmow U3A.

To maintain the objectives of the U3A.

RELATIONSHIP WITH THE COMMITTEE

Decisions should be taken collectively in consultation with members of the committee and ratified at the full committee meeting. On rare occasions, when a decision must be made quickly, chairperson's action may need to be taken.

The Chairperson is ultimately responsible for all budget decisions, but the committee as a whole is liable for them.

OUTSIDE AGENCIES

The Chairperson represents Dunmow U3A externally and will need to be in contact with other U3A Chairpersons, National Office, Town and Parish Councils, Charity Commission and other relevant organisations.

This is in the context of team working where other committee members will have specific responsibilities for liaison.

DUTIES AND RESPONSIBILITIES

- 1 To chair the main meetings and the steering committee, guiding the discussion in a positive manner, ensuring correct procedure is followed and allowing different points of view to be expressed. To draw discussions to a close and summarise fairly, ensuring decisions are followed through.
- 2 To work effectively with other committee members in the best interests of the U3A.
- 3 To contribute actively to the development and implementation of organisational strategy and evaluation of its effectiveness.
- 4 To ensure the organisation operates in an effective and accountable manner.

KNOWLEDGE AND SKILLS

- A positive leader
- Diplomatic and approachable
- Flexible in approach
- Good communication and listening skills
- Team player
- Facilitation and enabling skills

GENERAL COMMITTEE RESPONSIBILITIES

- 1 Drawing up the agenda in conjunction with the secretary and in consultation with the membership of the committee. They should be well informed on all the issues to be discussed and aware of where decisions are needed.

- 2 To sign the minutes after approval.
- 3 As an officer, sharing decision making with Vice-chair(s), Secretary and Treasurer.

October 2019