

Doc Vice Chair Role Description	Date 00/00/00
Ref U3A-KMS-DOC-067	Review 00/00/00

Vice Chair Role Description

1. Document control

1.1. Approval

Date approved	00/00/00
Approved by	0

1.2. Version history

Version	Date	Author	Change summary
1	00/00/00	0	0

2. Introduction

2.1. Purpose

To outline the role and responsibilities of a Vice Chair.

2.2. Scope

Relevant to any U3As whose committee has the capacity for a Vice Chair.

2.3. Related documentation

U3A-KMS-DOC-052 Trustee induction
 U3A-KMS-DOC-064 Chair Role Description
 U3A-KMS-DOC-065 Secretary Role Description
 U3A-KMS-DOC-066 Treasurer Role Description
 U3A-KMS-DOC-068 Membership Secretary Role Description
 U3A-KMS-DOC-069 Group Coordinator Role Description

3. Role summary

It is usual for a Vice Chair to hold another Committee position although constitutionally this cannot be an Officer role. It is generally accepted that simply being available to deputise for the Chair does not constitute a viable committee role. One of the Vice Chair's roles is to deputise for the Chair and so he/she will need to be familiar with all necessary committee procedures and able to assume responsibility at short notice, if necessary.

4. Succession planning

All U3As operate differently but for some U3A committees, the role of Vice Chair is part of succession planning i.e. the person who undertakes the Vice Chair role can have the opportunity to deputise for the Chair and consider whether this is a role that he or she might be willing to consider in the future.

5. Main responsibilities:

- Uphold the constitution of the relevant U3A.
- Be aware of the common responsibilities of all trustees (committee members).
- Deputise for the Chair in his/her absence.

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- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.
- Be prepared to help the Chair induct new committee members as Trustees.