

## Exeter U3A Executive Committee Role Description

### Title of Role - Vice-Chair

#### **The Role**

To deputise for the Chairperson whenever necessary and share some of the administrative load. (May be combined with another non-officer role.)

#### **Principal tasks/activities**

Advise and assist the Chair and other committee members as required.

To be aware of all requirements of the Chair's role in order to be able to deputise for him/her.

Encourage members to participate fully and embrace the ethos of the U3A, so they may derive most benefit from their membership.

If required perform any of the Chair's tasks, which include:

- Have an understanding of the U3A's constitution and the rules and procedures relating to the running of a U3A, ensuring they are followed.
- Chair the Monthly meeting with the help of the Secretary keeping order and ensuring all aspects of business are covered.
- Chair the A.G.M each February and oversee the election of the new committee.
- Work closely with the Secretary to organise and Chair committee meetings and to communicate with the Third Age Trust.
- Work with the Treasurer to ensure good financial management of the U3A and review subscription levels as required.

#### **Estimate of the time required**

1 hour per month, variable depending on availability of Chairperson.