



Exmouth and District u3a

VICE-CHAIR ROLE DESCRIPTION

General responsibilities

- To fulfil all the functions of the Chair in his/her absence (ref: Chair's Role Description).
- To be familiar with all necessary procedures and be able to assume responsibility at short notice, if required to do so.
- To advise, support and act as a 'critical friend' to the Chair.
- To be an active member of the Committee.
- To undertake individual pieces of work on behalf of the Committee and the organisation as a whole (e.g. representing Exmouth and District u3a at events and meetings, acting as a spokes-person, taking part in ad-hoc working groups and taking forward specific tasks).
- Where appropriate to hold a specific role, e.g. publicity, speakers or other non-officer role.

With the Chair

- To ensure that Exmouth and District u3a complies with its Constitution, charity law and any other relevant legislation or regulations.
- To contribute actively to the trustees' role in giving firm strategic direction to Exmouth and District u3a and setting overall policy.
- To assist the Chair and Secretary with the induction of new committee members.

Succession Planning

- To ensure that he/she has the opportunity to deputise for the Chair.
- To consider whether the role of Chair is something he or she might consider in the future.

Date: 1st March 2022

Review date: March 2023