

u3a Guernsey
CHAIR and the EXECUTIVE
Terms of Reference

PURPOSE

To coordinate the Executive Committee and u3a Guernsey through liaisons locally and the u3a Office (formerly known as the National Office)

ROLE SUMMARY

- To ensure the Executive Committee fulfils its responsibilities for overall good governance
- To oversee and facilitate all aspects of u3a Guernsey as required

MAIN RESPONSIBILITIES

1. Facilitate good governance through u3a Guernsey Constitution and Regulatory Requirements both in Guernsey and u3a UK
2. Communicate with the Executive Committee and members any relevant information either local or through the u3a Office
3. Chair Executive meetings with planned agenda, focused discussions, clear decisions and points of action.
4. Communicate Trustee responsibilities to Executive Committee members
5. Ensure the Executive Committee upholds the guiding principles of the u3a movement
6. Oversee adherence to the terms and conditions of affiliation to the Third Age Trust
7. Ensure effective and efficient administration
8. Facilitate Training for Executive Committee members
9. Attend Network meetings or arrange for a member of the Executive Committee to do so
10. Ensure there is cover for the Executive Committee when Executive members are not available
11. Liaise with Media and ensure they have the necessary support
12. Keep informed of Sub-group meetings and attend if invited
13. Attend relevant meetings such as coffee mornings, new members' meetings and events to offer support
14. Write a Chair's report for the Annual General Meeting
15. Chair the AGM ensuring business is conducted according to laid down procedures
16. Ensure that the Executive Committee reviews activities once they have taken place, to highlight what, if anything, can be learned and improved
17. Develop a strong team ethos within the Executive Committee and maintain positive working relationships dealing with any conflicts which arise quickly and constructively
18. Ensure the Executive Committee reviews risk on a regular basis and puts in measures in place to mitigate any which are identified
19. Discuss succession planning and ways of encouraging members to volunteer for the Executive Committee
20. Ensure the Executive Committee regularly reviews the financial position
21. Ensure that all possible methods are used to achieve the best level of communication possible between the Executive Committee and members
22. Establish a procedure for members to provide feedback, raise issues and suggest new initiatives to be brought before the Executive Committee for discussion
23. Be the spokesperson and an ambassador for the u3a ensuring that the local community is aware of what the u3a is and does
24. Answer queries to email addresses u3aguernsey@gmail.com and u3aguernsey.chair@gmail.com
25. Carry out a comprehensive handover to the new Chair

These Terms of Reference will be reviewed prior to the appointment of a new Chair and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.

Approved by the Executive Committee 7th December 2021.

