

u3a Guernsey

**VICE CHAIR and EXECUTIVE
Terms of Reference**

PURPOSE

To support the Chair and Executive Committee of u3a Guernsey both locally and nationally

ROLE SUMMARY

- To ensure good governance with the Executive Committee
- To oversee and facilitate all aspects of u3a Guernsey as required
- To liaise with the Chair and Secretary on all relevant matters

MAIN RESPONSIBILITIES

1. Deputise for the Chair having become familiar with all necessary committee procedures in order to assume responsibility at short notice, if necessary.
2. Chair Executive meetings in the absence of the Chair
3. Assist with communicating Trustee responsibilities to Executive Committee members and the induction for new committee members
4. Assist with ensuring the Executive Committee upholds the guiding principles of the u3a movement
5. Attend local Network meetings as appropriate and provide feedback to the Executive Committee
6. Act as a sounding board for the Chair
7. Be responsible for ensuring u3a Guernsey follows guidance on GDPR
8. Be responsible for ensuring u3a Guernsey follows guidance for Guernsey Charities
9. Support the Chair in reviewing risk and putting measures in place to mitigate any which are identified
10. Support the Chair in reviewing the strategic direction and financial stability of u3a Guernsey
11. Attend relevant meetings and events to offer support
12. Answer queries to email addresses - u3aguernsey.vchair@gmail.com and u3aguernsey.gdpo@gmail.com and u3aguernsey.recovery@gmail.com.
13. Carry out a comprehensive handover to a new Vice Chair.

These Terms of Reference will be reviewed prior to the appointment of a new Vice 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.