

u3a Guernsey

Vice-Chair / External Affairs Terms of Reference

PURPOSE

To support the Chair and Executive Committee of u3a Guernsey by managing the relationships between u3a Guernsey and the u3a Office & networks

ROLE SUMMARY

- To be the first point of contact for communications from the u3a Office (including the TAT board, sub-committees, etc) and our agreed u3a network connections
- To advise members of the Executive Committee of any external communications that are likely to be of interest to them either generally or specific to their executive role

MAIN RESPONSIBILITIES

- To receive and respond, where applicable, to all u3a Office and network communications
- To suggest changes to our network connections, which currently consist of:
 - Hampshire South Central Network
 - South Western Regional Network
- Attend general network meetings on behalf of u3a Guernsey and to provide information and data about u3a Guernsey as may be required at such meetings
- Arrange alternative Executive Committee members to attend such network meetings whenever relevant to their committee role or in substitution to the Vice-Chair/External Affairs
- Attend Executive Committee meetings and provide feedback as necessary relating to network or u3a Office matters
- To carry out a comprehensive handover to a new Vice-Chair/External Affairs when applicable.

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

Approved by the Executive Committee on 7th March 2023