



HASTINGS & ROTHER U3A

CHAIR

DUTIES AND RESPONSIBILITIES

1. Ensure adherence to the branch Constitution and the Objects and Principles of the Third Age Trust.
2. Give autonomy to office holders through delegation and offer support when required.
3. Actively recruit, welcome & liaise with volunteers for crucial non-committee roles.
4. Chair committee meetings or delegate to the Vice-chair:
 - a) Assist the Secretary in drawing up agendas,
 - b) Welcome committee members and thank them for attending,
 - c) Keep order, ensure balance and encourage everyone to participate, listen attentively, move action forward, vote when appropriate (Chair has casting vote), act as mediator/arbitrator between people and problems, summarise decisions, action, deadlines, etc., keep meeting to an appropriate length,
 - d) Delegate tasks to committee members as appropriate.
5. Preside at monthly meetings:
 - a) Welcome members (especially new members and visitors), ensure national, regional and local notices are announced as appropriate, drawing members attention to the notice board for further information,
 - b) Greet and introduce the speaker and enlist a member to thank the speaker,
 - c) Close the meeting.
6. Plan and conduct the AGM in accordance with the Constitution and present a report for the year.
5. Write a “Message from the Chair” for each Newsletter.
6. Note any members’ concerns and work with the Committee to resolve these.
7. Represent the Branch on local organisations as appropriate, either personally or through delegation.

Lorna Couldrick, April 2017