CHAIRMAN

FUNCTIONS

- To be the figurehead and representative of the King's Lynn u3a whenever and wherever it is necessary, and to advance the 'objects and purposes' of the u3a.
- To ensure correct procedure is followed at all times.
- To chair and control the General Monthly meetings and the Committee meetings, ensuring that minutes are taken, signed and dated as a correct record.
- To agree with the Secretary the agenda foe Committee meetings, and to ensure there are at least six such meetings each year.

TASKS

- To ensure that at Committee meetings everyone has an opportunity to contribute and that decisions made are followed through.
- To keep all members up to date with relevant local, regional and national matters verbally at the monthly meetings and in writing by way of the monthly bulletin.
- To arrange and chair the 'Annual General Meeting' on the agreed date and time, ensuring the 'Election of Office Holders' and 'Committee Members' is properly carried out.
- To call 'Special Committee Meetings' at any time subject to the rules of the Constitution and any 'Special Meetings' as required.
- To prepare the 'annual Report' and present this to the membership at the 'Annual General Meeting'
- To ensure the review and update of the 'Annual Plan' with the committee happens on a regular basis
- To ensure that all Committee Members are aware of their responsibilities as Trustees of the King's Lynn u3a

April 2019