



## LEIGH & DISTRICT U3A

### JOB DESCRIPTION FOR CHAIR

#### DUTIES & RESPONSIBILITIES

The Chair is one of the 'Honorary Officer' roles in the Committee in recognition of its importance for the management of the Committee process and general leadership. The Chair is also the 'face' of the organisation and consequently represents the Committee in relation to the general membership, as well as the group as a whole in relation to the community.

#### GENERAL DUTIES

- To be, or become, familiar with the principles and objectives of the U3A as a whole and with the constitution of Leigh & District U3A in particular;
- In conjunction with the Secretary, the Chair should be well informed of issues that require the attention of the Committee and/or the membership as a whole. These could arise from correspondence to the Secretary or any relevant source that arises;
- Attending every Committee meeting where possible for the purpose of ensuring correct procedures are followed, the Chair has the authority to:
  - Decide, along with the Secretary, what items should be included on the agenda;
  - Approve minutes from previous meeting after deciding that they are a 'true record' of the previous meeting, and signing them accordingly;
  - Ensure that the items on the agenda are discussed as appropriate and, if necessary, ensure that correct voting procedures are followed;
  - Maintain order during the meeting and encourage full participation;
  - Move the meeting on to the next agenda item or a vote, if appropriate;
  - Use a casting vote in the event of a tie;
- Promote clarity of discussion so that accurate minutes can be taken. As minutes are not verbatim accounts, reach agreement where necessary about what should be recorded;
- Make sure that Leigh & District U3A is represented in relation to the North West Region of U3As by attending and encouraging others to attend, regional meetings and reporting back to Committee/membership;
- Where possible, attend AGM of the Third Age Trust;
- Attend functions/meetings that relate to the wellbeing of older people in the community;
- To deal with promptly and sort out effectively, any significant matters that might arise affecting Leigh & District U3A and by liaising with Committee members or other persons as necessary

- To act as spokesperson for the group in relation to other bodies, press, etc., or at least to be pre-informed/consulted;
- To be willing to help out with any activity that is advantageous to the group and be available in critical situations.

### **GENERAL MEETINGS OF THE MEMBERSHIP**

The Chair has the authority to ensure that general meetings are run appropriately in relation to safety, organisation, and appropriate public behaviour that allows the group to maintain a positive profile at all times. If behaviour arises that is not acceptable, such as hostile confrontations, aggression, verbal abuse, etc., the Chair has the right to protect Leigh & District U3A from falling into disrepute by asking the person concerned to cease or leave. This should be complied with at the time and followed through later in private, if necessary. Other duties include delivering notices, dealing with member enquiries, introducing speakers, being generally available.

**Please note that rules about the role of the chair in relation to conduct and procedures apply to any public gathering where the U3A has an official presence.**

### **DUTIES CONCERNING AGM**

The Chair will be expected to organise the AGM with the help of the Secretary. More specifically, this includes:

- The generation of relevant documents and ensuring delivery to all members of Leigh & District U3A
- Preparation of the agenda
- Chair's annual report
- Chairing the meeting including voting procedures and use of tellers if necessary.

### **DISSOLUTION OF THE U3A**

If it is necessary to dissolve the group, the Chair will make the necessary arrangements and follow the procedures required by the Charities Commission.