

CHAIR

GENERIC RESPONSIBILITIES *(role of the trustee):*

- Ensure that the organisation complies with its governing document, charity laws and any other relevant legislation or regulation
- Safeguard and promote the values and aims of the U3A
- Ensure that the organisation pursues its objectives as set out in the Constitution
- Ensure that the organisation uses its resources effectively and exclusively in pursuance of these objectives
- Ensure the organisation operates in an effective and accountable manner
- Contribute actively to the development and implementation of organisational strategy and the evaluation of its effectiveness
- Work effectively with other committee members in the best interests of the U3A
- Take collective responsibility for all Committee decisions
- Behave with integrity and be open and accountable

SPECIFIC RESPONSIBILITIES

- Provide an induction to new Committee members and ongoing support to members ensuring they are aware of their roles and responsibilities
- Chair Committee meetings and ensure run in an efficient and effective way:-
 - agreeing the agenda in advance with the Secretary
 - ensuring correct policies and procedures followed
 - guiding discussion in a positive manner, allowing different points of view to be expressed
 - encouraging participation from all members and in decision-making
 - keeping to the agenda and avoiding side tracking
 - remaining calm when strong feelings expressed
 - drawing discussions to a conclusion and summarising
 - ensuring that decisions are followed through, often in conjunction with the Secretary
 - signing a copy of the minutes once approved
- Chair AGMs and main meetings welcoming members and introducing speakers and managing any questions afterwards and providing a write up for the newsletter
- Be an authorised bank signatory in conjunction with the Treasurer and other officers
- Represent the U3A at other events and meetings such as the U3A National Conference, the Essex Association & Southend Area meetings in conjunction with other officers and members as required

VICE CHAIR'S RESPONSIBILITIES

- Deputise for the Chair as above when required

April 2019

