

## **Role description – Chair**

### **Responsibilities**

1. To chair meetings of the Executive Committee and AGMs/EGMs
2. To advise the Secretary on agendas (and papers) for Executive Committee meetings and AGMs/EGMs
3. To produce an annual report to the AGM
4. To keep the Constitution under review
5. To act as trustee for the charity

### **Activities**

1. To keep abreast of the current portfolio of courses, activities and events
2. To be available to Members to discuss their interests and concerns, referring matters to relevant persons
3. To draw the attention of the Committee to potential developments and changes and work with relevant persons in respect of them
4. To keep abreast of local, regional and national developments relating to lifelong learning including other U3As/Third Age Trust and apprise the Committee and Membership of them
5. To sustain/create contacts with other related groups – e.g., U3As, colleges, universities
6. To ensure the committee has the appropriate members and to seek new members of the committee as necessary
7. To induct new committee members into correct things such as communication, data protection, confidentiality and committee procedures

### **Interactions**

1. To receive/contribute advice/assistance from/to Officers/Committee Members and others with non-committee jobs

### **Skill set**

1. IT literate
2. Detailed knowledge of how U3A works
3. Experience of chairing committees
4. Ability to persuade people

5.