

## **Role description - Vice-Chair**

### **Responsibilities**

1. To deputize for the Chair when the Chair is unavailable.
2. Take on projects which do not fit into other committee members remit
3. To welcome new members and help them get the most out of their membership
4. To manage the committee succession planning
5. To act as trustee for the charity

### **Activities**

1. To keep abreast of the current portfolio of courses, activities and events
2. To make contact with new members and help them to enjoy the activities of U3A
3. To seek new members of the committee when vacancies arise

### **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. Good interpersonal skills