

ROLE DESCRIPTION - CHAIR

Rev 01

Role Overview:	<p>The Chair is the lead Officer of the Executive Committee of the London Region of U3As (LRU3A), which is a network of all U3As in the London Region. LRU3A is a registered charity and all Committee members are Trustees.</p> <p>The network acts as an intermediary between London U3As and the Third Age Trust, as well as providing mutual support and a voice for U3As in London.</p>
Role Objective:	To provide direction and leadership for the London Region of U3As and ensure that the Executive Committee fulfils its responsibilities for the organisation's overall governance, strategic direction, financial stability, administration, and sustainability.
Tenure:	Elected at the Annual General Meeting for up to 3 years
Main Responsibilities: <ol style="list-style-type: none"> 1. Provide direction, leadership, coordination, and support to the Executive Committee members and other postholders in pursuance of the organisation's constitutional aims and objectives. 2. Take overall responsibility for the Constitution, U3A Network Affiliation Agreement/ Copyright Licence, Data Protection and other policies and legal documents. 3. Committee and Delegate meetings, including Annual and Extraordinary General Meetings: Plan the Agendas with appropriate members of the Committee and ensure dissemination to all concerned ahead of each meeting along with any necessary papers. Chair the meetings, and ensure the Minutes are correct, disseminated and centrally filed. Records of Delegate meetings, AGM or EGMs should also be uploaded to the website. 4. Programme development (with Committee members and post holders as appropriate): <ol style="list-style-type: none"> 4.1. Rolling programme of activities for Delegates and Committee members to support the efficiency and effectiveness of London Region U3As e.g. workshops, presentations, networking events and discussions for Delegates and Peer Groups. 4.2. Social/education activities for all members e.g. Summer School; Study Days; Shared Learning projects and other research. 5. Promote communication and co-operation between the Executive Committee, individual U3As local networks and Peer Group networks. Ensure that contact details are kept up to date. 6. Keep abreast of developments, activities, and sources of support in the wider U3A and communicate these as appropriate to London U3As. 7. Support the work of the Regional Trustee and Third Age Trust in the London Region; also work with the Regional Trustee, Network Link, National Office, and other channels to give London U3As a voice at national level and to communicate information to London U3As. 8. Act as a contact point for U3A in the London area and promote collaboration with relevant organisations London. 9. The role has a generic email address: chair.londonregionu3a@gmail.com Emails can be sent directly to this address or via the Contacts Page of the website, and the emails will be forwarded to the post-holder's private email address. 	

Other possible activities:

There is scope for further development of the role e.g.

1. Possible assistance with events and sub-committee activities such as workshops, the Summer School, study days, and peer group networks.
2. Participation in national U3A activities e.g. National Conference and AGM
3. Participation in relevant external events, regionally or nationally

Helpful qualities and abilities specific to post:

1. Strategic thinker; ability to chair meetings
2. Good communicator, team builder and networker;
3. IT skills – Word; Excel; Internet; email; videoconferencing