

ROLE DESCRIPTION – VICE CHAIR

Rev 02

Role Overview:	<p>The Vice Chair role is an Officer on 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:	<p>To support the Chair and develop a mutually supportive relationship between the Executive Committee, London U3As and local networks, the Regional Trustee and wider U3A.</p> <p>The role is flexible but essentially ambassadorial, helping U3As to understand what is going on in the wider U3A, to appreciate the benefits of mutual support through networking, and to participate in LRU3A activities.</p>
Tenure:	Elected at the Annual General Meeting for up 3 years
<p>Main Tasks:</p> <ol style="list-style-type: none"> 1. To offer support to the Chair and deputise as required. 2. To develop a friendly relationship with a geographically defined group of London U3As and local U3A networks and encourage participation in the London Region of U3As. <p>Personal links can be built up by talking to Delegates at meetings, visiting individual U3As and local networks (preferably with the Regional Trustee so as to clarify the difference between the Trust and networks), and by attending events.</p> <ol style="list-style-type: none"> 3. To help maintain up-to-date and accurate records of principal officers and Delegates for U3As in their geographical area of responsibility, in order to facilitate effective communication with Participating U3As. 4. Keep abreast of developments in the wider U3A and act as a conduit to appropriate advice and support if required by London U3As. 5. Develop a mutually supportive relationship between members of LRU3A, the Regional Trustee and wider U3A. 6. Be alert to opportunities for potential development of new U3As in the London area, and for collaboration with relevant organisations in the London area, and communicate these opportunities to the Chair and Regional Trustee. 7. The role has a generic email address, depending on geographical area of responsibility: Vice Chair (North of Thames) VChairN.londonregionu3a@gmail.com Vice Chair (South of Thames) VChairS.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. Committee members often assist with events and sub-committee activities such as workshops, the Summer School, study days, and peer networking groups.

Helpful qualities and abilities specific to post:

1. Good communicator, team worker and networker
2. IT skills – Word; Internet; email; videoconferencing