



Job Description: Chair

Responsibilities:

To ensure that Northampton u3a works, develops and moves forward for the good of its members whilst at the same time adhering to the principles of the u3a.

Acknowledge that if our organisation is to be successful, we need to innovate and initiate new ideas. Make sure that we reach out beyond our organisation's boundaries to prevent ourselves becoming insular and blinkered.

Works with:

The vice chair, other committee members, group leaders, sub committees and members. Other U3As via county network meetings, and the Association of East Midlands u3as. Outside agencies e.g. The University of Northampton.

Tasks:

- To Chair
 - Committee meetings.
 - The monthly general meeting.
 - The AGM and prepare and present annual report.
 - New members' meetings.
- Draw up an agenda for committee meetings together with the secretary.
- Meet and greet all members as they arrive at the monthly meeting, new members' meetings and meetings in general.
- Ensure that all areas of responsibility and need are covered by the committee.
- Deal promptly and effectively with any significant matters as they arise with the help of relevant committee members or other persons as necessary.
- Write an inspirational and informative piece for each newsletter.
- Set up sub groups and teams appropriately.
- Delegate to vice chair and other committee members as necessary.
- Encourage and improve 2 way communication with members via group leaders, monthly meeting and newsletter. THIS ITEM SHOULD ALWAYS BE UNDER REVIEW AS WE ARE A LARGE u3a.
- Try to harness the talents of all members.
- Attend and support, with the committee, all u3a events.
- Monitor, evaluate and review, with the committee, events and activities.
- Act as signatory for bank accounts.
- Represent Northampton at county network meetings.

Keep abreast of all eventualities and in consultation with vice chair and/or committee always be prepared to deal with the unexpected!