

u3a Oldham	Doc.Ref. OLD -001 issue 1
CHAIR ROLE DESCRIPTION	04/05/2021

Related Third age trust documents.

Chair role description	U3A – KMS -DOC-064
Vice Chair role	UEA - KMS- DOC -067

Roles and responsibilities.

1.1 Committee Meetings.

To plan the meeting agenda in advance with the Secretary and agree on any papers to be circulated with it.

To chair the committee meeting ensuring that:

- The meeting starts and ends on time.
- All necessary business is covered.
- Discussions involve everybody and are not dominated by a few people.
- Keep order ensuring that discussions remain focused on the agenda items.
- Clear decisions are reached following a unanimous or majority vote of the committee.

1.2 General Monthly Meetings.

- Make announcements, introduce speakers, and help with audience's questions if applicable.
- Overseeing and assist at General Meetings.

1.3 Annual General Meeting (AGM)

- a. Write the Chair's report for the Annual Report and accounts, ensure the final draft of the Annual Report is presented to the committee for approval in good time prior to the AGM.
- b. Chair the AGM.
- c. Welcome and apologies.
- d. Possible EGM if changes in the constitution are required.
- e. Approval of the minutes of the last AGM
- f. Approval of the Chair's report.
- g. Approval of the Treasurer's report.
- h. Approval of the examined accounts and an external examiner
- i. Retire all existing committee and vote in the new committee.
- j. Procedure to be decided on whether there are more-nominees for committee than vacancies, if more then there will need to be a secret ballot.
- k. Vote of thanks for retiring committee members.

1.4 General duties.

- Encourage all members to participate in some way, help with Refreshments, join Welcome team, assist at general meetings, even be a group leader.
- Deal with enquiries sent in via the website.
- Write the Chair's message for the by-monthly Newsletter. Liaise with Newsletter Editor and Committee on information to be included on The Back Page.
- Proofread the Newsletters and Newssheets
- Ensure that the Newsletters and newssheets are collected from the printers.

1.5 On completion

Carry out informed comprehensive handover to new chair.