



Role of Chairperson Approved by Committee 06/01/22

The role of Chairperson is a responsible position for Olton and District U3A. The Chairperson will work with and be supported by other officers to ensure the continued success of Olton and District U3A.

The Chairperson together with the Vice Chair and Business Secretary will decide on an agenda and the relevant importance of items on the agenda for all meetings, and be aware of any decisions that are required. The following lists the main functions of the Chairperson:

- Chair monthly meetings together with the Vice Chair
- Chair all committee meetings
- Chair the Annual General Meeting
- Chair any special meetings to decide policy
- Give introductory talks to group leaders and new members
- Attend any U3A special Lectures
- Liaise with U3A head office to ensure that we are up to date with national procedures
- Liaise with the newsletter editor
- Oversee all committee members' roles and responsibilities.
- Delegate committee's responsibilities with the agreement of the committee
- Ensure that all decisions are committee decisions and are in the best interest of Olton and District U3A
- Enable continuity for the position of Chairperson at the end of the Chairperson's term of office
- Work together with the Vice Chair, who will assist in carrying out these functions