



**Role of Vice Chair** Approved by Committee 06/01/22

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

The Vice Chair together with the Chairperson and 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 Vice Chair:

- Assist in the charring of monthly meetings together with the Chairperson
- Chair committee meetings if the Chairperson is not present at the meeting
- Deputise for the Chairperson if required at the Annual General Meeting, or at any special meetings to decide policy, or at the new members meeting
- The Vice Chair may attend any U3A special Lectures
- Delegate committee's responsibilities with the agreement of the Chair and other members of the committee
- The Vice Chair will assist the Chairperson in carrying out his/her defined roles and functions