

PAISLEY & DISTRICT U3A

Chair – Role and Responsibility

In outline, to lead and represent Paisley U3A together with chairing both committee and general meetings.

1. Lead the committee and the organisation to enable it to fulfil its' purpose.
2. Ensure that the Executive Committee and Paisley & District U3A uphold the charitable objectives/purposes of the U3A and The U3A Trust.
3. Ensure effective relationship between committee and members.
4. Act as a spokesperson and figurehead as appropriate.
5. To supervise and support committee members.
6. Plan and prepare the committee meetings and the AGM, together with any EGM, with others as appropriate.
7. Together with the Business Secretary draw up agenda for all meetings.
8. Chair committee meetings ensuring;
 - a. A balance is struck between time- keeping and space for discussion.
 - b. Business is dealt with and decisions made.
 - c. Decisions, actions and deliberations are adequately minuted.
 - d. The implementation of decisions is clearly assigned and monitored.
 - e. Ensure adequate support and supervision arrangements are made for all committee members, group leaders and other members who take on specific roles.
9. Monitor committee members action points.