

Job Description - Chair



The Committee has four officer roles, the Chair, Vice Chair, Treasurer and Business Secretary. Committee Officers shall serve for a period of 3 years

Retiring Officers may stand for re-election provided that no-one may hold the office of Chair or Vice-Chair for more than 3 consecutive years without an intervening period of at least one year except that a retiring Vice-Chairman may stand immediately for the post of Chairman.

Roles and Responsibilities

- Maintain the aims and objectives of the u3a.
- Be a trustee of the u3a Preston and District Charity
- Chair the Preston and District u3a Committee which meets 6 times per year.
- Agree agenda items with the Business Secretary.
- Move the discussion on if it appears to be too long or drifting from the point.
- Ask for a vote if one is needed to carry a point or come to an agreement.
- Support, as necessary other committee members and events
- Gain a working knowledge of other committee roles
- Take the monthly meeting and introducing the speaker
- Prepare an aide memoire for the Monthly meeting to prompt what has to be covered and to allow for inclusion of items members want announcing on the day.
- Respond to members who have queries or difficulties and make decisions.
- Forward any emails about/from new members' enquiries to the Members Representative for action.
- Liaise with Committee members about decisions to be made between Committee meetings.
- Answer emails and queries which come through the website. Deal with phone calls.
- Liaise with the Monthly Meeting Venue.
- Liaise with the Management Committees at our venues – attend any meetings or delegate the role.
- Maintain contact with the NW Region of u3a's and attend events they hold when possible.

Confidentiality

Once a committee decision has been reached, committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in meeting should be regarded as confidential.

Data Protection

Any membership data which you have access to should only be used for the purposes of carrying out your job role. Data should not be stored on your personal computers indefinitely. All data should be deleted once it is no longer required.

Skills and Attributes

- Flexible in approach
- Diplomatic and approachable
- A strong leader
- Good communication skills
- Computer skills and access to email
- Team working
- Able to use their initiative

Other Information

- Your name and phone number will appear on contact sheets held by The Third Age Trust which are sent out when they get membership enquiries.
They may also appear on our printed fliers and in Good Times Magazine.