

## ROLE DESCRIPTION

<b>Role</b>	<b>Vice-Chairman</b>
<b>Purpose of Role</b>	To deputise and support the Chairman
<b>Responsibilities</b>	<p>Deputise for the Chairman in leadership, representation and in chairing meetings.</p> <p>This is an Officer Role and is voted into the position for 3 years.</p>
<b>General Duties</b>	<ol style="list-style-type: none"><li>1. Deputise for the Chairman<ol style="list-style-type: none"><li>a. to be familiar with all necessary procedures and be able to assume responsibility at short notice if required</li><li>b. Chair Committee meetings, lead Monthly Meetings and other events as requested by the Chairman</li></ol></li><li>2. Undertake New Trustees induction when necessary, ensuring the New Trustees pack is reviewed and kept up to date.</li><li>3. Support and act as a sounding board for the Chairman.</li><li>4. Be the first point of contact for any complaints, safeguarding issues or similar. They will then be responsible for following our procedures, asking advice from the Trust and investigating where appropriate and asking one or two members of the Committee to assist them. They will keep the Committee informed of progress.</li><li>5. Uphold Rayleigh u3a Constitution and adhere to the Code of Conduct.</li><li>6. Promote the u3a ethos and encourage others to volunteer to assist the work of the Committee.</li></ol>
<b>Requirements</b>	<p>Enthusiasm and commitment to u3a Movement A willingness to help A friendly approachable manner Computer skills would be helpful, but support would be available</p>
<b>Notes</b>	<p>Please note the specific tasks listed above are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.</p>
<b>Date approved</b>	Updated 12 <sup>th</sup> April 2024