

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: CHAIR (needs to be a trustee. See also the Trustee role description)

Role Description

Provide leadership to the management committee.

The responsibilities listed below are in addition to the statutory requirements and responsibilities of all trustees of charities in England as laid down by the Charity Commission.

Term of office

One year with the right to re-stand for two more years before a one year break before standing again with an absolute maximum of serving for 9 years. Trustees may resign at any time by giving written notice (unless this would reduce the trustee numbers to less than two).

The Chair is an officer of the charity.

Commitment

At least 1 day per week, 2 days per week in months when the management committee meet and 3 days in the month of the AGM.

Relationships

With all members, local dignitaries, leaders of other local charities and Chairs of other u3as.

Details of the Role

Overall purpose	<p>The role of Chair is a leadership position. The Chair is an elected trustee of Romsey and District u3a. As is the case for all trustees; they have a responsibility for making sure that the charity abides by its governing document and complies with charity and other laws that apply to the charity.</p> <p>The only power held by the Chair but not by other trustees is the power to cast the deciding vote when votes on decisions of the trustees are otherwise 'tied'.</p>
Responsibilities:	<p>Ensure that the charity abides by its governing document and complies with charity and other laws that apply to the charity. Ensure formal reporting is completed accurately and on time.</p> <p>Represent the u3a to people or organisations which can have an impact on the charity. This may include representation at formal events e.g. the annual Remembrance Day wreath laying, local community forum, etc. and representation at u3a and the Third Age Trust national, regional or area network meetings.</p> <p>Encourage membership of the charity and actively seek new trustees and others to run the charity.</p> <p>Pursue educational partnerships; seek and promote opportunities for</p>

	<p>the membership.</p> <p>Promote the u3a movement in the local community and beyond; ensure events are widely publicised; encourage and support a vibrant and enthusiastic u3a.</p> <p>Lead trustees' committee meetings ensuring, in liaison with the Secretary, that the agenda includes all pertinent topics with sufficient time allocated for discussion and clear decision making. During meetings ensure that everyone has the opportunity to contribute and discussion periods are timely, allowing matters to progress to the next and all items on the agenda. Summarise discussions and decisions. Approve draft minutes for circulation to trustees.</p> <p>Lead monthly speaker meetings, giving notices, introducing and thanking speakers, etc.;</p> <p>Coordinate and monitor the work being undertaken by other trustees and those filling non-committee roles. Give advice and guidance when required to ensure the smooth and efficient running of the u3a.</p> <p>In conjunction with the Secretary and Treasurer prepare the AGM and Chair it. Present the Annual Report and accounts; manage the election of new trustees and any other business of the meeting.</p> <p>Arrange for a deputy to fulfil the role when unavailable. Delegate as necessary to ensure all of the chair's responsibilities and tasks are delivered.</p>
Knowledge and skills required	Key attributes: a positive leader, flexible, a good listener and communicator, diplomatic and approachable.
Resources needed	Own computer, internet connection, printer and telephone
Resources available	Management Committee and members. Beacon membership database. Webmail and email account chair@romseyu3a.org.uk Expenses are reimbursable.