

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

Role Description

To support the Chair in ensuring the smooth running of the charity and compliance with the constitution and relevant charity laws.

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 Vice Chair is an officer of the charity

Commitment

At least 4 hours per week, 2 days per week in months when the management committee meet, 1 day in months when the officers meet and 3 days in the month of the AGM

Relationships

With all members and the Third Age Trust

Details of the Role

Overall purpose	The main role of Vice Chair is to support the Chair's leadership position. The Vice 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. As a minimum the role provides for a deputy to the Chair's duties e.g. chairing meetings of the trustees.
Responsibilities:	Assume the responsibilities of the Chair in their absence. Ensure that the charity abides by its governing document and complies with charity and other laws that apply to the charity. Act as a sounding board for the Chair; Assist the Chair and other officers and trustees in ensuring the smooth and efficient running of the u3a. Assist in the recruitment and induction of new trustees; Assist in filling vacancies in the committee as they occur; Lead any investigation necessary in the event of a formal complaint of any sort levelled against the Chair.
Knowledge and skills required	Hold a good understanding of the obligations of a registered charity which are readily available from the Charity Commission
Resources needed	Own computer, internet connection, printer and phone

Resources available	The Management Committee of trustees. Beacon membership database. Webmail and email account vice.chair@romseyu3a.org.uk Expenses are reimbursable..
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