

Taw U3A Vice Chair Role Description

1. Role summary

One of the Vice Chair's roles is to deputise for the Chair and so he/she will need to be familiar with all necessary committee procedures and able to assume responsibility at short notice, if necessary.

2. Succession planning

All U3As operate differently but for some U3A committees, the role of Vice Chair is part of succession planning i.e. the person who undertakes the Vice Chair role can have the opportunity to deputise for the Chair and consider whether this is a role that he or she might be willing to consider in the future.

3. Main responsibilities:

- Uphold the constitution of the relevant U3A.
- Be aware of the common responsibilities of all trustees (committee members).
- Deputise for the Chair in his/her absence.
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.
- Be prepared to help the Chair induct new committee members as Trustees.
- Liaise with the Chairman on a regular basis

4 The specific tasks above are in addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies