

Vice Chair Role Job Description

This document is for guidance only and is not definitive

1. Role summary

It is usual for a Vice Chair to hold another Committee position although constitutionally this cannot be an Officer role. It is generally accepted that simply being available to deputise for the Chair does not constitute a viable committee role. 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.

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.

2. 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.

3. Other

- To carry out a comprehensive handover to a new Vice Chair when appropriate.

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