



WHEATHAMPSTEAD U3A

Executive Committee Job Descriptions

Chair

Key Tasks

1. To ensure that the Wheathampstead U3A operates within the terms of the written Constitution, and upholds the aims and objectives of the U3A Trust.
2. To provide overall direction and guidance to the Wheathampstead U3A.
3. To ensure the Wheathampstead U3A provides activities for the benefit of all members.

Responsibilities

1. To chair the Executive Committee, the monthly general meetings and the AGM, and to have the casting vote.
2. To liaise with the Secretary about agendas and minutes of meetings.
3. To be a signatory for the Wheathampstead U3A bank account.
4. To represent the Wheathampstead U3A at other U3A events regionally and nationally, and at other local functions as required.