

CHAIRPERSON Whitley Bay University of the Third Age 19th March 2021.

Purpose of the post:

To lead WBU3a and the Executive Committee in a proactive manner with regard to the objectives laid down in the Constitution.

Chair Committee meetings and act as the impartial arbiter.

Chair a PLAN FOR GROWTH panel.

Represent WB u3a at other u3a bodies and organisations.

Functions and responsibilities:

Chair Executive Committee, Open meetings and others as necessary.

Support the Business Secretary in preparation of agenda and minutes of AGM

Appoint the note taker of the minutes of the Executive Committee meeting.

Provide Chairman's letter for the newsletter and website.

Ensure Committee members are clear about their roles and duties.

Corrective actions and impeachment are at the behest of the Chairperson.

VICE CHAIRPERSON.

To deputise for the chairperson at open and committee meetings.

To work along-side the chairperson to ensure continuity in the event of any unavailability on the part of the chairperson.