

Role revised Nov 2023

Role :- Chair (Officer Role)

To head up the Executive Committee and the U3A in general, ensuring that all Trustees are able and committed to carrying out their roles. To be the lead representing the Committee at general meetings and to the outside world

Trustee and Committee Meetings

1. To provide leadership in order to achieve the charitable objectives and purposes of the U3A
2. To ensure that all committee roles are filled and that succession plans and processes are in place
3. To ensure that committee roles are supported by appropriate teams, working parties and sub-committees involving the wider membership
4. To ensure that committee meetings are effective, efficient and enjoyable and specifically:
 - a. To compile the Agenda for Committee Meetings (in conjunction with other Trustees)
 - b. To ensure that decisions are followed through (often in conjunction with the Bus. Secretary)
5. To lead and support trustees including:
 - a. To support Trustees in their roles, providing training and guidance when necessary
 - b. To ensure that Trustees receive assistance as appropriate if they are unable to carry out their tasks either temporarily or long term
 - c. To arbitrate between Trustees, or between the Committee and members should any dispute arise
 - d. To ensure all new Trustees receive an induction covering both U3A and Charity Commission duties
 - e. To ensure that committee members provide sufficient handover documents and effect a smooth handover when they leave office
6. To ensure effective financial management procedures in place and kept under regular review

General U3A Management

1. To ensure good and regular communication with the u3a membership
2. To ensure that the u3a is promoted effectively in order to maintain a healthy and vibrant membership
3. To ensure that all members and visitors feel welcome and comfortable at General Meetings
4. To ensure that the AGM takes place in accordance with statutory requirements
5. To ensure that the Accounts are checked and verified annually by an appropriate external person or body

Additional supporting information is available on the TAT website and in the Committee files kept on OneDrive eg

- Committee Calendar
- Documentation from AGMs