

Vice Chair - Role Description

1. Role Summary

- To deputise for the Chairperson whenever necessary and share some of the administrative load. (May be combined with another non-officer role.)

2. Main Responsibilities:

- Advise and assist the Chair and other Committee members as required.
- To be aware of all requirements of the Chair's role in order to be able to deputise for him/her.
- Encourage members to participate fully and embrace the ethos of the u3a, so they may derive most benefit from their membership.
- If required perform any of the Chair's tasks, which include:
 - i. Have an understanding of the u3a's constitution and the policies, rules and procedures relating to the running of a u3a, ensuring they are followed.
 - ii. Chair the monthly meeting with the help of the Secretary keeping order and ensuring all aspects of business are covered.
 - iii. Chair the A.G.M. and oversee the election of the new Committee.
 - iv. Work closely with the Secretary to organise and Chair Committee meetings and to communicate with the Third Age Trust.
 - v. Work with the Treasurer to ensure good financial management of the u3a and review subscription levels as required.