

## CHAIR DUTIES AND RESPONSIBILITIES

### Role Summary

The Chair leads committee meetings and hosts the monthly meetings (or delegates this role), liaises with committee members, the Website Administrator and the Volunteers Co-ordinators and any external organisation as necessary.

The Chair also provides a link between National u3a and our own branch. Like the rest of the committee, the Chair is a trustee and is responsible for ensuring that our u3a upholds the principles of the u3a movement.

### Main Responsibilities

- Ensure adherence to our Constitution and the Objects and Principles of the Third Age Trust
- Give autonomy to office holders through delegation and offer support when required
- Actively recruit, welcome & liaise with volunteers for crucial non-committee roles
- Note any members' concerns and work with the Committee to resolve these
- Provide support and advice to Trustees and other key volunteers when required
- Liaise with other organisations where appropriate
- Liaise with other local u3a chairs
- Be contact point for outside organisations

### Monthly Meetings (unless delegated to another Committee member)

- Welcome members, introduce and thank Speaker, announce notices if required

### Committee Meetings

- Chair committee meetings or delegate to another Committee member
- Assist the Secretary in drawing up agendas
- Welcome committee members and thank them for attending
- Keep order, ensure balance and encourage everyone to participate, listen attentively, move action forward
- Vote when appropriate (Chair has casting vote)
- Keep meeting to an appropriate length
- Delegate tasks to committee members as appropriate
- Mediate problems between members where needed

### AGM

- Plan and conduct the AGM in accordance with the Constitution and present a report for the year

### Other

- Write a "Message from the Chair" for each Newsletter
- Represent the Branch on local organisations as appropriate, either personally or through delegation
- Help with planning and organisation of volunteers' Lunch/Summer Tea/Christmas Meeting