

## Chair and Trustee Role Description

Key area	Key responsibilities	Tasks
<b>Governance</b>	Trustee	<ul style="list-style-type: none"> <li>Maintain the charitable objectives of the u3a.</li> <li>To comply with the requirements of the Charity Commission</li> <li>To be accountable for expenses incurred</li> </ul>
	Documentation	<ul style="list-style-type: none"> <li>Ensure all relevant documentation is stored either digitally or paper-based filing</li> </ul>
	Enrolment	<ul style="list-style-type: none"> <li>Attend and support Meet and Greet Day and distribution of associated material, as agreed.</li> </ul>
<b>Committee Duties</b>	Committee Meetings	<ul style="list-style-type: none"> <li>To tender an apology of absence to the Business Secretary, if necessary</li> <li>Carry out any actions following the meeting.</li> <li>To observe confidentiality of committee meetings</li> </ul>
	Group Facilitator meetings	<ul style="list-style-type: none"> <li>Attend meetings and contribute to agenda items</li> </ul>
	Sub- committees	<ul style="list-style-type: none"> <li>Contribute to sub-committees as relevant</li> </ul>
<b>Member Support</b>	Member updates / communication	<ul style="list-style-type: none"> <li>Attend monthly member meetings when possible.</li> <li>Assist with administration of the meeting, as required.</li> <li>Support other Committee members, as required</li> </ul>
<b>National U3A Interface</b>	National office communications	<ul style="list-style-type: none"> <li>Read national u3a monthly newsletter</li> </ul>

## Chair Role Specific Responsibilities

Key area	Key responsibilities	Tasks
<b>Generic</b>		<ul style="list-style-type: none"> <li>To ensure the long-term viability, continuity, and development of the Basingstoke – Old Basing u3a</li> </ul>
<b>Governance</b>	AGM	<ul style="list-style-type: none"> <li>Plan the agenda, chair the AGM and present a report.</li> <li>Check, agree and sign the minutes</li> </ul>
<b>Committee duties</b>	Committee meetings	<ul style="list-style-type: none"> <li>Plan the agenda and chair committee meetings.</li> <li>Check, agree and sign the minutes.</li> <li>Ensure Committee decisions and actions are carried through</li> <li>Liaise with individual committee members on issues needing resolution or advice</li> </ul>
	Sub - committees	<ul style="list-style-type: none"> <li>Chair meetings and /or support other committee members as required</li> </ul>
	Recruitment of new committee members	<ul style="list-style-type: none"> <li>Meet with prospective new members of the Committee and with Vice Chair or other Committee member to propose new appointments to Committee.</li> <li>Ensure induction of new committee members</li> </ul>
<b>Member support</b>	Member updates / communication	<ul style="list-style-type: none"> <li>Deal with any queries and or questions from members</li> </ul>
<b>National u3a Interface</b>	National office communications	<ul style="list-style-type: none"> <li>Represent our u3a at regional / national meetings</li> </ul>

<b>Charity Commission</b>	Annual report	<ul style="list-style-type: none"> <li>• Write Chair's report for charity commission.</li> <li>• Sign off TAR submission for Business Secretary</li> </ul>
<b>Public interface</b>	Communication	<ul style="list-style-type: none"> <li>• Represent our u3a with external agencies / members of the public</li> </ul>
<b>Skills set</b>		<ul style="list-style-type: none"> <li>• Ability to chair meetings.</li> <li>• Organisational skills</li> <li>• Team Player</li> <li>• Ability to use excel and word or other compatible programs.</li> <li>• Diplomatic</li> </ul>
<b>Agreed</b>	14/09/2021	
<b>Draft combined role description</b>	03/010/23	