

Vice Chair, Committee Member and Trustee Role Description

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

Specific Role Responsibilities

Key area	Key responsibilities	Tasks
Governance	Procedures	<ul style="list-style-type: none"> Be familiar with all key procedures and be willing to assume responsibility at short notice
Committee duties	Committee meetings	<ul style="list-style-type: none"> Deputise for Chair in their absence
	Group Facilitator meetings	<ul style="list-style-type: none"> Attend meetings and contribute to agenda items
	Recruitment of new committee members	<ul style="list-style-type: none"> Meet with prospective new members of the committee and contribute to appointments as requested by Chair
Public interface	Communication	<ul style="list-style-type: none"> Accompany Chair or deputise for Chair at local meetings
Ad hoc activities – currently done by VC but not part of the role		<ul style="list-style-type: none"> Managing the enquiries box Deputising for PR person in the production of NewsEdit in their absence Authorising online payments initiated by Treasurer Helping members who are struggling to renew their membership Updating the website when appropriate
Skills set		<ul style="list-style-type: none"> Ability to chair meetings Organisational abilities

		<ul style="list-style-type: none">• Team player• Ability to use word and excel
Agreed	14/09/2021	
Combined JD draft	24/09/23	