

# Vice Chairperson

## **Role Description:-**

The Vice Chair's main role is to deputise for the Chair, so he/she will need to be familiar with all necessary committee procedures and able to assume responsibility at short notice, if necessary.

## **Main responsibilities:**

- Deputise for the Chair in his/her absence (see Chairperson's role description for further details).
- Uphold the constitution of the relevant u3a.
- Be aware of the common responsibilities of all trustees (committee members).
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.