

# Chairperson

## Role Description:-

- To be the figurehead and representative of the U3A whenever and wherever it is necessary, and to advance the “Objects and Principles” of the U3A.
- To chair and control the General Monthly Meetings.
- Encourage members to join the committee
- Ensure that all Committee members are aware of their responsibilities as Trustees
- To agree, with the Secretary, the agenda for Committee Meetings and to chair and control at least four a year with minutes taken and agreed.
- To ensure that at Committee Meetings everyone has his/her opportunity to contribute.
- Support members of the committee in their tasks and provide guidance when necessary
- To call Special Committee Meetings &/or Special General Meetings subject to the rules of the Constitution.
- Have a good knowledge of all aspects of U3A both locally and nationally and keep the members up to date on relevant matters to them in writing by way of the Newsletter and/or verbally at Monthly Meetings
- To arrange and chair the Annual General Meeting at the appropriate date and time and to ensure that the election of office holders and Committee is properly carried out.
- To prepare an annual report, seek Committee acceptance of it, and present it to the membership at the AGM
- Encourage new ventures, groups and ideas for the further development of the U3A
- Help with social activities and promotional events & encourage and support a vibrant and enthusiastic U3A
- Give a sense of direction that motivates the committee and the whole U3A.
- Promptly resolve complaints from, and concerns expressed by, members and Group Leaders.