

U3A: MOSELEY, KINGS HEATH AND DISTRICT

Executive Committee: Role Description for CHAIR

A. General Responsibilities

1. To support the ethos and philosophy of the U3A
2. To attend, and take an active part in the monthly Executive Committee (EC) meetings
3. To assist in the preparation and running of the Members' Monthly meeting
4. To support colleagues on the EC, and shadow/deputise where appropriate

B. Role

1. To maintain the aims and objectives of the Moseley, Kings and District U3A, through working with the Executive Committee, and through liaising with national and regional organisations of the U3A as necessary.

C. Main Responsibilities

1. To chair the Members' Monthly Meetings, the AGM and other important meetings of the local U3A
2. To act on behalf of the Executive Committee on important issues at local or national level
3. To agree an agenda for EC meetings with the Vice-Chair, chair the monthly EC meetings and provide effective leadership to the Executive Committee
4. To liaise with the Minute Secretary (non EC) to proof-read minutes and circulate finalised document to EC members

D. Other Responsibilities taken on by current post-holder

1. To prepare a monthly Newsletter in consultation with members of the EC
2. To be a member of the Finance Sub-Committee

E. Maximum tenure of office (Elections at the AGM: May): 3 years