

Role Profile: Chair

A. Role

To maintain the aims and objectives of the Moseley, Kings Heath and District U3A, leading the Executive Committee, and liaising with national and regional U3A as necessary. To work with the Executive Committee and other volunteers to ensure our U3A runs smoothly and efficiently and provides members a facility to continue their educational, social and creative interests in a friendly and informal environment.

B. Main Responsibilities

1. To chair the Members' Monthly Meetings, the AGM and other important meetings of the MKH&D U3A.
2. To act on behalf of the Executive Committee on important issues at local, regional and national level.
3. To agree an agenda for EC meetings, chair the monthly EC meetings and provide effective leadership to the Executive Committee.
4. To liaise with the Minute Secretary (non EC), edit, proof-read the minutes and circulate the finalised document to EC members.
5. To oversee and undertake a variety of tasks to enable our U3A to function efficiently.
6. To update and maintain the MKH U3A entry on the Charity Commission website.

Maximum tenure of office (Election at the AGM: May): 3 years