

# U3A: MOSELEY, KINGS HEATH AND DISTRICT

## Executive Committee: Role Description for VICE 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 support the Chair in fulfilling his/her role and responsibilities.
2. To deputise for the Chair as and when necessary

### C. Main Responsibilities

1. To deputise for the Chair in chairing the monthly Executive Committee meetings and Members' Monthly Meetings when necessary
2. To prepare, with the Chair, an agenda for monthly EC meetings
3. To support the Chair, or represent the Chair as necessary, in other meetings and activities

### D. Other Responsibilities taken on by current post-holder

1. To chair the monthly Executive Committee meetings
2. To circulate monthly Interest Group sheets and Newsletters via email for Members and Group Leaders
3. To maintain accurate email address books for Members and Group Leaders, and send group emails when necessary

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