

Exeter U3A Executive Committee Role Description

Title of Role Chairperson

The Role

To provide leadership and direction for Exeter U3A and the executive committee and be the prime representative for the charity.

Principal tasks/activities

Have an understanding of Exeter U3A's constitution and the policies, rules and procedures relating to the running of a U3A, ensuring they are followed.

Chair the Monthly meeting with the help of the Secretary and ensure all aspects of business are covered.

Chair the A.G.M and oversee the election of the new committee.

Work closely with the Secretary to organise and Chair committee meetings and to communicate with the Third Age Trust.

Work with the Treasurer to ensure sound financial management of the U3A and review subscription levels as required in consultation with the Committee.

Monitor workloads of committee members and redistribute duties as necessary, ensuring that all aspects of the work of the committee are adequately dealt with.

Encourage members to participate fully and embrace the ethos of the U3A, so they may derive most benefit from their membership.

Liaise with other organisations on behalf of Exeter U3A.

Estimated time required

20 hours per month

Last reviewed August 2020