

VICE CHAIR updated MRY 24/05/2015

Role Outline

To assist the Chair in his/her responsibilities as required.

Main Responsibilities

- 1 To maintain the inventory of equipment owned by Christchurch U3A;
- 2 To undertake and manage any improvement projects identified by the Committee;
- 3 To deputise for the Chair at the invitation of the Chair **or if the Chair is not available.**

Tasks

- 1 Audio-visual equipment:
To monitor the condition of audio-visual equipment and organise repair or replacement as necessary, in liaison with the Technical Adviser;
To update the equipment register as damaged equipment is disposed of, or new equipment acquired;
To inform the Secretary of any changes in the equipment register for the purposes of insurance.
- 2 Improvement projects:
To investigate and research suitable solutions for identified improvement projects;
To obtain quotations for work and refer back to the Committee for approval where necessary;
To project-manage any work undertaken to ensure a satisfactory outcome.
- 3 Deputise for Chair:
Refer to the Chair's rôle description for the scope of tasks which may be required when deputising for the Chair.

Committee rôle

A Member of the Committee is also a Trustee of Christchurch U3A.

All Committee rôles include the following undertakings:

- 1 To ensure that the Objectives and Principles of the University of the Third Age are maintained;
- 2 To understand the rôle of a Trustee of Christchurch U3A;
- 3 Report to, attend, and participate in Committee and Officers meetings;
- 4 To keep all members of the Christchurch U3A Management Committee aware of any matters relating to one's area of responsibility and, where appropriate, reporting any issues which may arise;
- 5 As an officer, to represent Christchurch U3A to the public as and when necessary;
- 6 Understand and accept the responsibility for keeping the archive up-to-date with the material assigned to them and keep the archivist informed of changes;
- 7 Prior to the end of the term of office, to provide training in the rôle, and act as mentor, to a successor and ensure an orderly handover of relevant documentation.