

CHAIRPERSON

Rôle Outline

To provide direction and leadership to the Christchurch U3A.

Main Responsibilities

- 1 To represent the organisation appropriately at local and regional level;
- 2 To coordinate the different rôles in running the organisation.

Tasks

- 1 To liaise with Committee members to ensure the smooth and efficient running of Christchurch U3A;
- 2 To delegate tasks where appropriate;
- 3 To react appropriately to communications from the Committee, individual members of Christchurch U3A and members of the public;
- 4 To organise and chair Committee meetings or appoint a deputy if unable to attend;
- 5 To ensure that unanimous or majority decisions taken by the Committee are implemented;
- 6 To be proactive in the appointment of Committee members and Group Leaders;
- 7 To attend regional meetings and liaise with other U3As;
- 8 To chair the Monthly Meetings, introduce the speaker and ensure that refreshments are provided;
- 9 To attend and chair plenary meetings of Group Leaders and new members;
- 10 To receive the notification of the death of members and to decide on eventual further actions.

Committee rôle

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

All Committee member 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 To 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, report any issues which may arise;
- 5 As an Officer, to represent Christchurch U3A to the public as and when necessary;
- 6 To 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.