



## Role Description

### Chairman

#### **The main objectives of Waterlooville U3A (WU3A)**

- To encourage and enable older people no longer in full-time paid employment to help each other to share their knowledge, skills, interests and experience.
- To explore the pleasure of learning and socialising throughout life.
- To celebrate the capabilities and potential of older people and their value to society

#### **The responsibilities of the Chairman are to:**

- Ensure that a legal, financial and operational structure is in place to support the objectives of WU3A.
- Ensure that W U3A complies with its Constitution, charity law and any other relevant legislation or regulations.
- Ensure that the Executive Committee has strategic direction, plans and operational policies in order to effectively and efficiently pursue the objectives of the U3A.
- Encourage and facilitate activities that promote the objectives of WU3A.
- Provide support to the trustees in the execution of their duties.
- Uphold the principles and aims of the Third Age Trust.
- Ensure that effective communication lines are in place between the Executive Committee and members, group coordinators, neighbouring U3As, South East Region and the Third Age Trust.
- Keep up to date with regional and national policies and events and to be aware of U3A best practices.
- Ensure that succession planning is in place so that there is a smooth transition when officers retire.

#### **Specific tasks are:**

- Working in conjunction with the Secretary, set the dates, prepare agendas and discussion papers for Executive Committee Meetings.

- Chair Executive Committee Meetings, in compliance with the agreed “Committee Procedures” policy document. In the event of a tied vote exercise a casting vote.
- Ensure that all committee decisions are implemented within the agreed time period.
- Either personally, or through delegation represent WU3A on bodies and organisations as appropriate.
- Either personally, or through delegation chair the Monthly Member Open Meetings, including welcoming members, announcing news items, introducing and thanking speakers and giving information for next General Meeting.
- Attend Group Coordinator Meetings.
- Attend any WU3A Social Coffee mornings or other New Members events.
- Ensure that a monthly WU3A News Bulletin is provided to members.
- Act as a signatory for any bank account held by WU3A.
- Chair and be responsible for the smooth running of the AGM, including providing the Chairman’s annual report.