



Role Description

Vice-Chairman

1. Attend all committee, monthly and annual general meetings where possible.
2. Deputise when necessary for the chairman in any of the chairman's duties.
3. Have regular meet-ups with the Chairman to discuss general items and to exchange knowledge.
4. Have an understanding of the U3A's constitution and the rules and procedures relating to the running of a U3A.
5. Provide an alternative source of leadership and motivation to the committee and the whole U3A membership.
6. Pass to Chairman or Secretary any complaints, comments or suggestions from members.
7. Occasionally attend national or regional meetings, representing WU3A