

## **VICE CHAIRMAN**

### **Job Description**

- To stand in for the Chairman at the Executive Monthly Meetings and the General monthly meetings at the Chairman's request.
- To undertake any duties or engagements that the Chairman requests.
- To assist the Chairman in performing routine duties with the objective of transferring to the Chairman's post when it becomes vacant(Optional).
- To attend meetings and to stand in as the point of contact as required

### **Responsibilities as a Committee Member**

- Be prepared to assist with/perform any other tasks at the request of the Committee.
- Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.
- Be familiar with the Plymouth U3A Constitution.
- Promote the U3A ethos& Encourage others to volunteer to assist the committee

February 2019