

Plymouth U3A – Vice Chairman

Role Description

- Ability to use Microsoft Office or similar.
- 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
- To make contributions as to the improvement in our operational methods

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.

November 2020