



Plymouth u3a- Chairman

Role Description:

The Role of Chairman is a very key position, requiring the holder to be well informed on procedural matters, be aware of any issues to be discussed and their relative importance, be conscious of when decisions are needed. Possession of a suitably strong personality is required, so as to maintain control and to deal firmly, fairly and tactfully with any disagreements.

The Chairman takes control of all meetings, ensuring each person is offered chance to contribute and discussion periods are timely, allowing matters to progress to the next and all items on the agenda.

It should be remembered that all decisions must be committee decisions and that the Chairman has no special executive powers other than those stated in the constitution.

Key attributes:

A positive leader, flexible and approachable, a good listener and communicator, diplomatic and approachable. Must be familiar with Microsoft Office or equivalent.

Tasks and responsibilities:

- Representing Plymouth u3a to other people or organisations (may include formal events - openings, displays, etc.).
- Promote the u3a ethos & encourage others to volunteer to assist the committee.
- Be aware of the requirements of being a u3a Trustee and should be aware of the requirements in being a u3a Trustee, the Code of Conduct and the Data Protection Act.
- Be familiar with and adhere to the Plymouth u3a Constitution.
- Ensure all role holders (business secretary, webmaster, treasurer etc) perform according to their role requirements, providing means of support to anyone who is struggling to do so.

- Address matters of concern or suggestions from members about Plymouth u3a.
- Direct meetings within the time frames, suitably steering each item on the agenda.

Meetings

Committee meetings:

Identify items for the agenda in liaison with Secretary.

Suggest or lead decisions, responses, to items received or raised.

Monthly General Meetings:

Provide notifications and announcements to the membership.

Introduce and thank speakers.

Be conscious of time frames, suitably steering the meeting to a close.

Other duties as applicable

- Give interviews to media (radio, TV, newspapers as requested and appropriate).
- Attend events to represent Plymouth u3a in response to invitations.
- Represent Plymouth u3a (or delegate representation) at national, regional or area network meetings.

Responsibilities as a Committee Member

- Attend Committee meetings and contribute to the running of the u3a.
- 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 and encourage others to volunteer to assist the committee.