



## **Plymouth u3a – Vice Chairman**

### **Role Description**

Liaise with the Chairman to ensure the smooth-running of the organisation. In agreement with the Chairman assist with the duties, for example by standing in for the Chairman at the Executive Monthly Meetings and the General monthly meetings. Undertake duties or engagements in agreement with the Chairman.

### **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**

- Work alongside the Chairman to complement their role for the benefit of the membership.
- At the Chairman's request, stand in for the Chairman at the Executive Monthly Meetings and the General Monthly Meetings.
- To undertake duties or engagements in agreement with the Chairman.
- To assist the Chairman in performing routine duties with the objective of transferring to the Chairman's post when it becomes vacant (though this is optional).
- To attend meetings and to stand in as the point of contact for the committee as required.
- To make contributions as to the improvement in our operational methods.

### **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.