

Role description – Chair

Role summary

1. To provide overall leadership to Barnsley & District u3a; oversee its operations and development in line with relevant legislation, Charity Commission regulation, TAT good practice, the Bu3a constitution and policies, and the wishes of the Bu3a Trustees and Membership.
2. To have a vision for Bu3a and its place in the community.
3. To ensure the effective, compliant, and ethical operation of Bu3a at all levels and ensure long term viability of the organisation.
4. To represent Bu3a externally at local, regional, and national level.
5. To lead the Executive Committee, overseeing the responsibilities delegated to officers, and ensure it delivers for the organisation.

Main responsibilities

The responsibilities below are in addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies. In executing the responsibilities below the Chair may delegate activities while maintaining overall responsibility.

1. To organise and chair Executive Committee meetings in accordance with the Bu3a constitution and any u3a good practice guidelines.
2. To lead Monthly Members' meetings.
3. To be available to members to maintain organisational unity and effectiveness.
4. To allocate tasks to Executive Committee members and others as required
5. Provide the casting vote at committee
6. Veto activities if required by reference to policy or regulation.
7. To work closely with the Vice Chair in the effective running of Bu3a.
8. Provide an annual report to the organisation at the AGM and to the Charity Commission
9. Ensure a comprehensive handover to successor.