

Role description – Vice Chair

Role summary

To support the Chair in the execution of their duties and to deputise for the Chair in their absence, undertaking all their responsibilities (please see the role description for Chair).

Main responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies, it is usual for a Vice Chair to hold another Committee position although constitutionally this cannot be another Officer role. Ideally the Vice Chair role should be seen as preparation for becoming Chair but this is not mandatory.

1. Deputise for the Chair.
2. Undertake other activities as required for the effective running of Bu3a.
3. Ensure a comprehensive handover to successor.

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

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.