u3a Llandrindod Wells and District

Chair Role and Responsibilities

The following outlines the role and responsibilities of a Chair. They may seem daunting but there is plenty of help, support, learning, comradeship and enjoyment to be found in this "job".

The post of Chair can be held for a maximum of three years.

Summary of Responsibilities

- To provide inclusive and democratic leadership of the Committee (Board of Trustees)
- To ensure the u3a applies its resources exclusively in pursuance of its charitable objects/purposes, abides by its governing document (the constitution) and complies with charity law and other relevant legislation.
- To remain impartial and encourage objectivity in decision making.
- To ensure the committee fulfils its responsibilities for the overall governance, strategic direction, financial stability, administration and sustainability of the u3a.
- To ensure that all Committee Members (Trustees) clearly understand their duties and responsibilities and can make best use of their particular skills so they can become fully engaged and involved.
- To ensure that Committee members (Trustees) do not act in isolation.
- To ensure the u3a upholds the guiding principles.
- To oversee adherence to the terms and conditions of affiliation to the Third Age Trust.
- To safeguard the good name and values of the u3a organisation.

Annual General Meeting

- To write a Chair's report for the Annual Report. To ensure the final draft of the Annual Report and Accounts are presented to the committee for approval in good time prior to the AGM.
- To chair the AGM ensuring that the business of the meeting is conducted according to laid down procedures and any existing standing orders.
- To arrange the handover and induction to an incoming Chair

- To ensure the bank signature mandate is updated as required when committee membership changes.
- To ensure the Charity Commission information in regard to Trustees is updated.

Committee meetings

- Calling the Committee meetings as and when necessary. Usually meetings are held on a monthly basis before the main meetings.
- To plan the meeting agenda in advance with the Committee Secretary and agree on any papers to be circulated with it.
- To chair committee meetings ensuring that:
    - the meeting starts and ends on time.
    - all necessary business is covered.
    - discussions involve everybody and are not dominated by a few people.
    - discussions remain focussed on the stated agenda items.
    - that any conflicts of interest are declared and recorded
    - clear decisions are reached following a unanimous or majority vote of the committee, and to provide a casting vote in the event of an equal split.
    - a timetable for implementation of actions/decisions is agreed.
    - all decisions are recorded.
- To develop a strong team ethos within the committee and maintain positive working relationships dealing with any conflicts which arise quickly and constructively.
- To encourage all members to put forward new ideas and initiatives for discussion.
- To facilitate the committee to determine its short and long term aims and to set its policies and evaluate its peformance accordingly.
- To ensure that the committee reviews activities once they have taken place, to highlight what if anything can be learned and improved.
- To ensure the committee reviews risks on a regular basis and puts measures in place to mitigate any which are identified.
- To discuss succession planning and ways of encouraging members to volunteer for the committee.

Finance

- To ensure the committee agrees and regularly reviews an appropriate level of reserves and where funds should be placed.
- To ensure financial transparency through detailed disclosure of financial information to the committee.
- To be constantly aware of the financial position of the u3a through regular communication with the Treasurer.
- To protect and manage any property and assets belonging to the u3a.

Main Meetings and Members of the u3a

- To ensure all volunteers and Interest Group Leaders feel valued and supported.
- To ensure the u3a has maximum impact for its members.
- To ensure new members are welcomed and supported and understand the ethos and self-help nature of the organisation.
- To ensure that all possible methods are used to achieve the best level of communication possible between the committee and the members.
- To establish a procedure for members to provide feedback, raise issues and suggest new initiatives to be brought before the committee for discussion.
- To ensure that the committee regularly reviews its structure, ways of working and relationship with the membership.
- To attend u3a functions and host monthly meetings as required.

External Contacts

- To ensure liaise with local organisations and to be the first point of contact.
- To attend network, regional and national meetings as appropriate.
- To be a spokesperson and an ambassador for the u3a ensuring that the local community is aware of what the u3a is and does.
- To represent the u3a at external functions, meetings and events.
- Ensuring communication with the over arching body for all u3a's The Third Age Trust

It is possible to delegate some of the external responsibilities to committee and wider membership with their agreement. If so the Chair should ensure good feedback and support.