

## **New Mills and District U3A Chair Role Description**

- Be the public face of the U3A and act as a representative to outside bodies where appropriate
- Respond to email enquiries at [chair@newmillsu3a.org.uk](mailto:chair@newmillsu3a.org.uk)
- Provide overall direction and guidance to the committee
- Be a facilitator and enabler
- Oversee expenditure
- Prepare the agenda and chair committee meetings
- Casting vote if needed when in the chair
- Monitor that decisions taken at meetings are implemented
- Check draft minutes
- Chair Monthly Meetings. Includes calling meeting to order, announcements, allowing time for break, introduce and thank speaker (or ensure there is someone else to do this)
- Be on the rota for coffee mornings
- Attend the annual Group Leaders' meetings and thank Group Leaders
- Attend Derbyshire Network and Pennine Link Network meetings, or delegate another committee member to attend
- Chair the AGM and prepare the annual report
- Act as signatory for bank accounts held
- Write a Chair's column in each Newsletter
- Ensure new committee members understand that they are Trustees
- Keep Charity Commission details of Trustees up-to-date
- Ensure the U3A complies with its constitution and Charity Law
- Be familiar with all relevant procedures