

Roles and Responsibilities

Chair

Summary

1. To become familiar with the Membership Application Form and the Constitution.
2. To provide inclusive and democratic leadership of the board of Trustees (the committee).
3. To ensure the effective and efficient administration of the u3a.
4. To be constantly aware of the financial position of the u3a through regular communication with the Treasurer.

Committee meetings

To plan the meeting agenda in advance with the Minute Secretary and 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.
- a casting vote is given in the event of an equal split.