



JOB DESCRIPTION

CHAIR

The Role

Provide leadership and act as spokesperson and figurehead for the Knutsford U3A

General

- Plan and chair the Committee meetings
- Ensure that the Committee and its functions are carried out in an orderly and efficient manner and according to the Constitution.

- Chair the General Meetings
- Chair the AGM
- Chair any sub committees that are required eg Finance

- Plan the annual training for the Coordinators
- Write a report on the outcomes of the training, if relevant

Communication

- Respond to telephone enquiries and distribute as required
- Keep up-to-date with information from National Office
- Liaise with the chair/trustees of North West Region
- Liaise with other U3As in our network/cluster and attend network/cluster meetings (optional)

- Attend Annual Town Meeting (optional)