



## **JOB DESCRIPTION**

### **CHAIR**

#### **The Role**

To ensure the Committee carries out its responsibilities in maintaining the charitable purposes of Knutsford U3A, in accordance with the Constitution.

To act as spokesperson for the organisation as appropriate.

#### **Activities**

- Plan Committee meetings, preparing the agenda and accompanying papers for distribution, in conjunction with the Vice Chair.
- Chair Committee meetings, encouraging participation, while following the agenda and ensuring clear decision making.
- See that decisions made are followed through.
- Ensure that any sub committees operate according to their delegated role, and report back to the main committee.
- Plan and chair the AGM.
- Ensure that monthly Members Meetings are held regularly, and each has someone appropriate to welcome members and speakers.
- Together with others on the Committee, plan and oversee topics for the annual lunch for Activity Group Coordinators and key supporters.
- In conjunction with the Vice Chair, to keep up to date with the wider national, regional and Cluster network.

**Joint Chairs-** this role can be carried out on a shared basis, by agreement of the Trustees.