

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.