



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.

To ensure that the Annual Trustees' Report and Financial Statement is uploaded onto the Charity Commission website and to ensure that Trustee information on this site is kept up to date.

To try to ensure that the organisation continues to grow both in number of members and in the variety of activities it offers so that it retains members who join and continues to be relevant to the local community.

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 arrangements for networking/training events for Activity Group Coordinators and key supporters and also events (usually coffee mornings) to which new members are invited.
- Contribute to the newsletter, Kanuta.
- In conjunction with the Vice Chair and Secretary, 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.