



ROLES AND RESPONSIBILITIES

The Chairman or 'Chair'

The Chair is a trustee of Wellingborough and District u3a, whose role it is to support members and trustees/committee members to help the charity meet its aims and objectives.

ACTIVITIES

- To take the lead at each of the twelve monthly members meetings each year and Chair each of the twelve monthly committee meetings each year.
- To read and respond to electronic communications in an appropriate way.
- To act as a figurehead for the charity (for example, representing it at functions, meetings or in the press).
- To lead and support the committee, and making sure that its decisions are carried out.
- To take action between committee meetings when it isn't possible or practical to hold a meeting. This does not relate to policy decisions.
- Working with trustees/committee members to ensure that all governance documentation is completed.