BIRKDALE & AINSDALE u3a
Role description – Chair
Registered Charity Reference No. 1209682

Category: Recruitment

1. Document purpose

To outline the role and responsibilities of a Chair.

2. Role summary

The Role of Chair is a key position, requiring the holder to be well informed on procedural matters, be aware of any issues to be discussed and their relative importance; be conscious of when decisions are needed.

The post requires possession of a suitably strong personality, so as to maintain control and to deal firmly, fairly, and tactfully with any disruption or aggression.

The Chair takes control of all meetings, ensuring each person is offered chance to contribute and discussion periods are timely, allowing matters to progress to the next and all items on the agenda.

All decisions must be *committee decisions*. The Chair has no special executive powers other than those stated in the Constitution.

Key attributes: A positive leader, flexible and approachable, a good listener and communicator, diplomatic and approachable.

A Chair should be able to delegate.

3. Tasks & responsibilities – Birkdale & Ainsdale u3a

Representing *Birkdale & Ainsdale u3a* to other people or organisations (these may include formal events - openings, displays, meetings, meals out, etc.)

Promote the u3a ethos & encourage others to volunteer to assist the Committee, or to take on the role of Team Leaders

Be aware of the requirements of being a **u3a Trustee** and should be responsive to the requirements in being a u3a Trustee, the Code of Conduct, and the Data Protection Act.

Be familiar with and adhere to the *Birkdale & Ainsdale u3a* Constitution

Be prepared to assist with/perform any other tasks at the request of the Committee.

Ensure all role holders (Secretary, Vice-Chair, Treasurer, Webmaster, etc) perform according to their role requirements, providing means of support to those who are struggling to do so.

Address matters of concern or suggestions from members about *Birkdale & Ainsdale u3a*.

Direct meetings within the time frame, suitably steering each item on the agenda.

4) Meetings

1: *Committee Meetings*

• Identify items for the agenda in liaison with Secretary; the Secretary's role being to circulate the agreed Agenda to all Committee members.

• Suggest or lead decisions and responses to items received or raised, and adhere to the items on the agenda.

2. *Member's General Meetings*

• Provide notifications and announcements, both written and verbal, to the membership.

• Introduce and thank speakers.

• Be conscious of time frames, suitably steering the meeting to a close.

5) Other duties specific to *Birkdale & Ainsdale u3a* Chair (*to lead; assist,* or *delegate as is practical*)

- As Chair of *Birkdale & Ainsdale u3a*, together with the Secretary, you are a senior keyholder and hold responsibility for the security of St Peter's Church Hall. That is in ensuring the property is left tidy and secure, that heating and lighting is switched OFF. That the water heater in the kitchen is switched to STAND-BY. All our drawers and the cupboard are locked after our equipment is stored away. All internal doors are locked. This includes ensuring all our cups are in the correct box in the kitchen, and our refreshments box is locked in the main cupboard.

- The Chair should address attendees at both Tuesday and Thursday Meetings, advising of any imminent talk, visit, or meal out, together with announcing which group is on "tea duty".

- Checking and authorising invoices for the Treasurer to make payment to the Church for use of their Hall. (They sometimes get the hours and dates wrong!)

- Responsibility for ensuring that there are enough committee members available for the Tuesday afternoon activities to take place – including in collecting payments – and in the setting-up and clearing away after each session.

- Represent Birkdale & Ainsdale u3a (*or* delegate representation) at national, regional, or area network meetings, whether by personal attendance or, where appropriate, via *Zoom* or *Meet*.

- Liaise with surrounding u3a groups – in particular *Meols u3a*. Represent our u3a at some of their meetings or activities, and encourage a similar exchange.

- Assist in compiling the Membership Newsletter (circulated every 2-3 months); encourage Session Leaders to contribute and explore avenues which can generate interest from all members.

- Assist and guide where new groups are in their infancy – recent examples include, The Book Club; The Home Quiz Group; The Discussion Group.

- Provide help and guidance in creating and preparing fliers and other forms of publicity to promote our various activities – for example, outings, theatre visits; monthly meetings of The Book Club, Quiz Evenings, Discussion Group, and Art Appreciation. *Do not allow any group to become insular or cliquey.*

- Lead on the creation of the Christmas Party sub-committee, creating it in the October of each year.

- Liaise with the Committee and Session Leaders in helping prepare the *annual leaflet* for issuing along with membership cards each September. This task requires carefully planning and it should be discussed as early as July.

- Maintain a solid liaison with our Webmaster in keeping up to date with events being added to our website, and ensuring our Webpages are up to date. Check these are being done!

6) On completion

To carry out a handover to the new Chair.