Role description – Vice Chair

This role description template is designed to be adapted and used at your u3a.

The role *(add a couple of sentences which outline the core responsibilities and duties)*

As Vice Chair you will deputise for the Chair. To do this you will need to be familiar with all necessary committee procedures and able to assume responsibility at short notice, when needed.

Skills & Attributes: *(add characteristics & attributes needed for the role)*

- Enthusiastic about u3a
- An openness to giving and asking for support
- A supportive team player, welcoming ideas from others
- Good at building team relationships; able to encourage the committee to work together.
- Strong communication and interpersonal skills.

Support for your role: *(outline the support your u3a can offer)*

- Help from experienced and current Committee members
- Trustee induction with our u3a
- Handover and support from the outgoing Vice Chair, where possible
- Information, advice and workshops are available from the Third Age Trust, via the u3a website or by email, info@u3a.org.uk
- Networking opportunities with local u3a networks, region/nation support teams and Council Representatives.

Key Tasks: *(list tasks in a clear and methodical order)*

Please note that some duties can be delegated to other members of the Committee and or volunteer, by agreement of the Trustees.

- Follow our u3a's constitution, meet our charitable goals and regularly review the constitution to meet current and future needs
- Follow the statutory requirements and the guidance from the charity regulator
- Commit to and follow the terms of membership of the Third Age Trust
- Be aware of the duties and responsibilities of all Trustees (committee members) in their role as Charity Trustees
- Work with the Chair to create a positive team environment.
- Deputise for the Chair in their absence.
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.
- Help the Chair induct new committee members as Trustees.
- Be committed to running a successful u3a for the benefit of its members

TEMPLATE

Helpful information

- Charity Commission 5-minute guides for charity trustees
- u3a Trustee Code of Conduct
- To find out more about the role, please contact [add email address]

u3a	**Template role description - Vice Chair**	**The Third Age Trust**
Version	**Description of changes**	**Date**
1.0	Creation of new template document	31/01/2026

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