

## 1. Skills and attributes for the role

- Previous experience of providing leadership in a team setting an advantage.
- Good communication skills, is flexible and diplomatic in approach.
- General computer skills and ability to communicate using email.

## 2. Summary of role

The Chair will :

- Provide inclusive leadership to the committee and members of Waterloooville u3a.
- Oversee and coordinate the work of the committee, seeking to ensure that the committee fulfils its responsibilities towards its members with regards to governance, financial stability, overall administration and sustainability of Waterloooville u3a.
- Seek to ensure that the national Third Age Trust (TAT) terms and conditions are followed, the constitution is updated and complies with charity law, and that Waterloooville u3a follows and, with support from the committee, actions any other national legislation requirements.
- Seek to ensure that all aspects of health and safety are maintained, thus ensuring the well-being of the membership overall.
- Maintain good and effective communication with the committee and members alike.
- Be respectful of the committee and the members to ensure that everyone is valued and treated equally, taking action where necessary to counteract any inequality /conflict should it occur.
- With support from the committee (dependent on the situation), manage and seek to a satisfactory conclusion any conflict which might occur between committee members or within the general membership.

## 3. Main responsibilities

### Committee meetings

The Chair should :

- Chair monthly meetings with the committee, receiving regular updates from committee members relating to their specific roles, maintaining the status quo whilst ensuring the ongoing development of strategies for future developments within the Waterloooville u3a.
- Liaise with the secretary re agenda items and signing off minutes when complete.
- Seek to ensure that everyone on the committee is involved in discussion, decision making and that everyone's opinion / suggestion of ideas is taken into consideration. Members should feel valued, treated with respect and feel able to cast any votes / decision making free of prejudice.
- Agree times and dates with the committee annually for the forthcoming meetings.
- Deputise the running of a committee meeting to the Secretary or a Vice Chair in the event of the Chair being unable to be present.
- Cast a casting vote in the event of a tied vote for a committee proposal.
- Set clear dates and parameters where possible for completion of committee decisions / objectives

# Role Description – Chair

## AGM

The Chair should :

- Agree a date for the AGM with the committee, write a Chair's report which together with the accounts report have been approved by the committee prior to the AGM.
- Chair the AGM, based on a previously agreed agenda, in accordance with laid down national u3a procedures and the Waterlooville u3a constitution.
- Lead the voting procedure in the event there are committee members seeking re-election or new committee members looking to fill vacant posts. Voting will be guided by the constitution.

## Governance

The Chair should :

- Seek to ensure Waterlooville u3a follows its constitution, TAT guidelines and procedures where appropriate, charity laws and the charity commission requirements.
- Maintain effective communication links with the committee, neighbourhood u3as, SE Region and TAT. Attends external meetings when able to do so in person or online, deputising to a Vice Chair or other committee member when necessary.
- Maintain communication with members by attending coffee meetings and monthly meetings, when possible, inclusion of any information / articles in the monthly members bulletin, and being available to respond to members emails.
- Provide support when needed to committee members for them to fulfil their individual role, including the induction of new committee members on appointment
- Seek to ensure that committee members support Group Coordinators and anyone taking on a new role is given a clear job role, receives induction and support. Seek to ensure ongoing updates for Group Coordinators via periodic meetings.
- Seek to ensure that policies are regularly reviewed and updated.
- Gain a general overall working knowledge of other committee roles.
- Aim to ensure succession planning is in place so that there is a smooth transition when committee members/ officers retire / move on.

## Finance

The Chair should :

- Receive monthly updates from the Treasurer and Groups' Treasurer.
- Ensure financial transparency is maintained and through discussion with the Treasurer and committee make decisions about how Waterlooville u3a monies are utilised and a level of reserves maintained.
- When required act as a signatory for any bank account held by Waterlooville u3a, including completion of any necessary Bank mandate formalities.
- Seek to ensure that the Treasurer and Secretary complete and upload the annual financial return to the Charity Commission.

## Waterlooville u3a members

The Chair should :

# Role Description – Chair

- Seek to welcome new members and help them understand how Waterlooville u3a runs and is managed for the most part on a self-help / voluntary basis.
- Seek to attend monthly coffee meetings and monthly meetings ensuring a member of the committee is present in his / her absence.
- Seek feedback from members and where appropriate bring to the committee for further discussion and possible action.
- Seek to attend social events throughout the year when possible.
- Be on the lookout for members who have relevant skills and who will be willing to participate further in supporting/ coordinating u3a activities/ groups.
- Seek to ensure volunteers feel valued and supported across all aspects of u3a activity.

## External contacts

The Chair should :

- Liaise with other local organisations where appropriate.
- Attend u3a network, regional and national meetings as appropriate
- Act as a spokesman for Waterlooville u3a promoting u3as where appropriate.
- Represent Waterlooville u3a where appropriate at external functions, meetings and events.

## 4. Retirement

On retirement from the role, the Chair should :

- Lead the selection and handover process for the new Chair
- Carry out a comprehensive handover to the new Chair.

<b>Document history</b>	
<i>Unknown date – Graham Woodbridge</i>	<i>First issue</i>
<i>2018-2020 - Mark Dancey</i>	<i>Adopted TAT sample RD with amendments to reflect Wu3a practices</i>
<i>October 2022 – Jo Derham</i>	<i>Adopted current TAT sample RD Added Introduction</i>
<i>April 2023 – Angela Chapman, Lyn Moore, Jan Thurman</i>	<i>Layout and formatting changes Minor wording changes without affecting meaning or interpretation Added note that responsibilities may be delegated whilst remaining the Chair's responsibility Added task relating to policies Added note ref liaison with Treasurer</i>
<i>March 2025 – Rob Stansbury, Lyn Moore</i>	<i>Reword, reformat and update</i>