

# HARLOW u3a ROLE DESCRIPTION: VICE-CHAIR

THIS ROLE MUST BE HELD BY A TRUSTEE

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

## PURPOSE:

The purpose of the Vice-Chair’s role is to –

1. Assist and support the Chair of Harlow u3a as required.
2. Promote the ethos of the u3a.

## KEY TASKS:

The main tasks are to –

1. Stand-In for the Chair at Committee Meetings, General meetings or other meetings or events as requested by the Chair or in the absence of the Chair.
2. In the absence of the Chair, address matters of concern made by members.

## RESPONSIBILITIES AS A COMMITTEE MEMBER

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.