

North Down and Ards U3A

Role Description

Chair

NDAU3A is a voluntary organization and a Registered Charity and the role of Chair is vital to the continuing success of the organization. There are two key roles.

Key Roles

- Represent NDAU3A as its figurehead both internally to NDAU3A members and externally to the general public, to the U3A at local, regional and national levels and to other organisations.
- Ensure that NDAU3A and its Executive Committee function in accordance with its Constitution and all relevant regulation.

Duties

- Put in place an action plan for the year ahead.
- Ensure that appropriate policies and procedures are in place for effective management of the organization.
- Ensure close and regular communication with the Business Secretary and with other Executive Committee members as necessary to facilitate the smooth running of NDAU3A.
- Ensure that all NDAU3A meetings are planned and conducted effectively and that matters are dealt with in an orderly and efficient manner –
 - Monthly Meetings,
 - Induction and New Member Meetings,
 - Leaders and Convenors meetings and
 - Annual General Meeting.
- Regularly review the Executive Committee's performance and take any necessary action.
- identify and manage the process of succession to Executive Committee members and other key voluntary roles.
- Keep informed on Regional and National issues and bring forward any issues relevant to NDAU3A.
- Build positive relations with local and national organisations and with relevant Government bodies.
- Ensure that any other matters relevant to NDAU3A are attended to by the relevant Executive Committee member.

Agreed by the Executive Committee on 1 February 2019

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