

North Down and Ards U3A

Role Description

Vice Chair

The role of Vice Chair is to shadow and assist the Chair at all times, deputising when necessary. There are two key roles.

Key Roles

- Ensure that members of the Executive Committee and members of Interest Groups have all the information that they need to function effectively.
- Ensure that prospective members of NDAU3A fully understand NDAU3A's ethos and mission.

Duties

- Shadow and assist the Chair at all times.
- Deputise where necessary for the Chair.
- Provide back-up, support and information as needed to other Executive Committee members and to NDAU3A members.
- Agree with the Chair in consultation with the Executive Committee roles and responsibilities to comply with current NDAU3A needs.
- Ensure continuing accuracy relevance of the introductory information pack for new Executive Members.
- Review all information used by NDAU3A to ensure continuing accuracy and relevance.
- Represent NDAU3A to other organisations as necessary.

Agreed by the Executive Committee on 1 February 2019

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