

CHAIR

The overall role of the Chair is to lead the Committee, ensuring that it fulfils its responsibilities for the governance of the organisation. The Chair should ensure the full participation of all Committee members and work with other committee members on recruitment and orientation of new Committee

Responsibilities:

- Providing leadership for the Committee in their role of setting the strategy and policy of the organisation
- Working with the other officers to plan the annual cycle of Committee meetings and the agenda for those meetings chairing Committee meetings
- Monitoring that decisions taken at those meetings are implemented representing the organisation at functions and meetings and acting as spokesperson as appropriate
- Working with other Committee members to resolve difficulties arising within the organisation.

In addition to the skills needed by all trustees the Chair should also possess the following:

- Leadership skills
- Comfortable with using the internet and communicating via email
- Experience of committee work
- Sensitivity to and tolerance of differing views
- Friendly, responsive and patient approach; personal integrity
- Impartiality, fairness and the ability to respect confidences
- Specific knowledge of the work of U3As and a commitment to that work
- Knowledge of SU3A's mission, services, policies and programmes and commitment to its values
- Awareness of the wider voluntary sector and other relevant networks.

RSD/mls
02/04/06
19/09/12
10/08/16: SA_JG