



## Wrekin and District u3a – EC Role Description

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### Chair

#### Key Role

To proactively lead the operational activities and development of Wrekin & District u3a, in accordance with Trust guidelines and regulations, by the provision of effective leadership and efficient chairing of u3a meetings, especially the Executive Committee and AGM.

#### Specific elements:

- Ensure Wrekin and District u3a, and its Executive Committee, uphold the charitable objectives and purposes of the u3a organisation and the u3a Trust.
- Undertake all duties and responsibilities required of W&D u3a figurehead.
- Plan and prepare, with appropriate members, for all required meetings, eg, EC, AGM, EGM.
- Liaise with Secretary to prepare Agendas for all meetings.
- Effectively chair meetings, ensuring:
  - sufficient time is allowed for deliberations, decisions and actions.
  - decisions, actions and deliberations are correctly minuted.
  - the implementation of decisions is clearly assigned and monitored.
  - adequate support and supervision arrangements are made for all Committee Members, Group Leaders, and other members who undertake specific roles.

#### Generic elements:

- Ensure compliance with W&D u3a policies and procedures, especially:
  - Committee Member’s Code of Conduct
  - Data Protection and Privacy Policies
  - Safeguarding
  - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider W&D u3a activities

<b>u3a</b>		Wrekin and District u3a
Chair – Role Descriptor		
Approved by Executive Committee		
Review Date	January 2027	