

Doc <b>Vice Chair Role Description</b>	Date March 2021
Ref <b>U3A-KMS-DOC-067/Matlock area u3a</b>	Review March 2021

## Matlock area Vice Chair Role Description

### 1. Document control

#### 1.1. Approval

Date approved	<b>March 2021</b>
Approved by	<b>John E</b>

#### 1.2. Version history

Version	Date	Author	Change summary
1	11 Mar 2021	Hilary E	Used national u3a template and changed font size. Removed full surnames

### 2. Introduction

#### 2.1. Purpose

To outline the role and responsibilities of a Vice Chair.

#### 2.2. Scope

Relevant to any U3As whose committee has the capacity for a Vice Chair.

#### 2.3. Related documentation

U3A-KMS-DOC-052 Trustee induction

U3A-KMS-DOC-064 Chair Role Description

U3A-KMS-DOC-065 Secretary Role Description

U3A-KMS-DOC-066 Treasurer Role Description

U3A-KMS-DOC-068 Membership Secretary Role Description

U3A-KMS-DOC-069 Groups Liaison Officer Role Description

### 3. Role summary

It is usual for a Vice Chair to hold another Committee position although constitutionally this cannot be an Officer role. It is generally accepted that simply being available to deputise for the Chair does not constitute a viable committee role. One of the Vice Chair's roles is to deputise for the Chair and so he/she will need to be familiar with all necessary committee procedures and able to assume responsibility at short notice, if necessary.

### 4. Succession planning

All U3As operate differently but for some U3A committees, the role of Vice Chair is part of succession planning i.e. the person who undertakes the Vice Chair role can have the opportunity to deputise for the Chair and consider whether this is a role that he or she might be willing to consider in the future.

### 5. Main responsibilities:

- Uphold the constitution of the relevant U3A.
- Be aware of the common responsibilities of all trustees (committee members).
- Deputise for the Chair in his/her absence.
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.

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- Be prepared to help the Chair induct new committee members as Trustees.