



Role description – Chair

Role summary

1. To provide overall leadership to Barnsley & District u3a; oversee its operations and development in line with relevant legislation, Charity Commission regulation, TAT good practice, the Bu3a constitution and policies, and the wishes of the Bu3a Trustees and Membership.
2. To have a vision for Bu3a and its place in the community.
3. To ensure the effective, compliant, and ethical operation of Bu3a at all levels and ensure long term viability of the organisation.
4. To represent Bu3a externally at local, regional, and national level.
5. To lead the Executive Committee, overseeing the responsibilities delegated to officers, and ensure it delivers for the organisation.

Main responsibilities

In executing these responsibilities the Chair may delegate activities while maintaining overall responsibility.

1. To organise and chair Executive Committee meetings in accordance with the Bu3a constitution and any u3a good practice guidelines.
2. To lead Monthly Members' meetings.
3. To be available to members to maintain organisational unity and effectiveness.
4. To allocate tasks to Executive Committee members and others as required.
5. Provide the casting vote at committee.
6. Veto activities if required by reference to policy or regulation.
7. Provide an annual report to the organisation at the AGM.
8. Ensure a comprehensive handover to successor.