



Role description – Vice Chair

Role summary

To support the Chair in the execution of his / her duties and to deputise for the Chair in his / her absence, undertaking all their responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies, it is usual for a Vice Chair to hold another Committee position in addition, although constitutionally this cannot be another Officer role.

The Vice Chair role should be seen as preparation for becoming Chair.

Main responsibilities

1. Deputise for the Chair.
2. Undertake the role of External Events Officer for the effective running of Bu3a. (See job description below)
3. Uphold constitution of u3a
4. Ensure a comprehensive handover to successor.



External Events Officer

This role is part of the job description of the Vice Chair.

Role Summary

1. To take the lead in organising all external annual events
2. To be a conduit between external parties and bu3a to promote the objectives of the bu3a.
3. To ensure these links are maintained and refreshed as necessary.
4. To seek additional agencies that may offer useful links to bu3a

Main Responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies:

1. Notify members of bu3a of external events arranged by bu3a
2. Work with the Committee about potential events and the viability or appropriateness of these occasions and recruit assistance in their completion
3. Work with webmaster to publicise these events on the website
4. Advise the committee regarding groups that may need to be involved in these events
5. Evaluate the success of events and report to the committee to inform future involvement
6. Attending relevant meetings with interested external parties to ensure bu3a's possible continued involvement
7. To maintain records of events