



## Vice Chair Role Description

### Category

Role Descriptions

### Introduction

#### Purpose

To outline the role and responsibilities of a Vice Chair.

#### Role summary

It is possible for a Vice Chair to hold another Executive Committee (EC) 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 EC 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 EC procedures and able to assume responsibility at short notice, if necessary.

#### Main responsibilities:

- Uphold the constitution of the relevant u3a.
- Be aware of the common responsibilities of all trustees (EC members).
- Deputise for the Chair in his/her absence.
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.
- Be prepared to help the Chair induct new EC members as Trustees.
- Be prepared to take on other specific tasks as decided by the Chair or the EC

<b>u3a</b>	<b>Doc HHD–Role Description – Vice Chair</b>	HHD u3a
<b>Version</b>	<b>Description of changes</b>	
<b>Draft V1 Amended from TAT base document</b>	Date 27-11-22	
<b>V1</b>	<b>Approved at ECM</b>	14-12-22