



Role Description- Chair

Role Summary

Overall responsibility: The Chair needs to provide inclusive and democratic leadership of the HHD u3a ensuring that the group is effective, efficient and abides by the guiding principles of the national u3a organisation.

The Chair will work with the Secretary and the other named officers to oversee the work of the Executive Committee to ensure the good governance of HHD u3a. This relates to the strategic direction, administration, financial stability, size of the group and general sustainability.

The Executive Meetings: Having agreed with the secretary the agenda for the monthly EC meetings s/he will chair the EC, encouraging open discussion and democratically reached decisions.

The AGM: The Chair will work closely with the secretary on the organisation of the AGM.

Relationship with the wider membership. All the EC members and office holders are the public face of HDD u3a. This is especially so for the Chair so s/he needs to encourage, and be open to questions that may be raised and be able to respond appropriately.

Relationship with external organisations. The Chair will often be the first point of contact with external organisations and as such called upon to represent HHD u3a at external functions, meetings and events.