

## **Job Description for Vice Chairman**

The Vice Chairman shall aim to support and develop the organisation in accordance with the Constitution and carry out the duties below:

- Attend the monthly General Meetings and welcome newcomers. Advise members and guests on U3A matters and to introduce them to other officers or members if necessary.
- Attend Committee meetings, take collective decisions and assist in carrying them out. If unable to attend to provide a short written report for the Committee website and to send to the Webmaster for uploading a week prior to the meeting.
- Help organise the monthly Committee meeting and other activities run by the Committee.
- Attend the New Members' Meeting.
- Deputise for the Chairman in his or her absence at the General Monthly Meetings and Committee meetings and to otherwise assist the Chairman if required.
- Carry out, at the request of the Chairman, any special duties or investigations into the running of the group.
- Act as a trustee, with other Committee Members, for Fairford and District U3A, registered charity number 1072658.
- Be honest and positive in attitude in all dealings with and for Fairford and District U3A.

## **Job Description for Secretary**

The Secretary shall aim to support and develop the organisation in accordance with the Constitution and carry out the duties below:

- Organise, maintain and preserve the records (other than financial records) of the group
- Receive on behalf of the group correspondence from external bodies and ensure that it is brought to the attention of the Chairman and Committee and ensure a proper response.
- If unable to attend to provide a short written report of any recent activities and future plans for the Committee website and to send to the Webmaster for uploading a week prior to the meeting.
- Prepare, with the assistance of the Chairman, agendas for Committee meetings and to call such meetings in accordance with the Constitution.
- Prepare and distribute the information and paperwork required for the AGM.
- After the AGM to update the list of officers and Committee Members with names, addresses, telephone numbers and to forward these changes to the Webmaster for uploading to the web.
- Attend the monthly Committee meetings and Monthly General Meeting and New Members' Meeting.
- Ensure that Minutes of monthly Committee meetings are available to the U3A membership.
- Ensure that all returns (other than financial) are made to U3A head office or other persons at the appropriate time
- Receive and distribute newsletters from other U3As (via email) in the Cotswold Link
- Carry out other such duties as may reasonably be associated with those of Secretary
- Act as a trustee, with other Committee Members, for Fairford and District U3A, registered charity number 1072658.
- Be honest and positive in attitude in all dealings with and for Fairford and District U3A.