



Fairford & District u3a

Role description – Chair

Role Summary

- Lead the committee and share together the collective responsibility of running our u3a
- Ensure our u3a meets its objectives by following our constitution and the law in ensuring effective governance, and act in line with the [u3a Trustee Code of Conduct](#)
- Act as spokesperson for our u3a

Support for your role:

- Help from experienced and current committee members
- Trustee induction with your u3a
- Handover and support from the outgoing Chair, where possible
- Information, advice and workshops are available from the Third Age Trust, via the [u3a website](#) or by email, info@u3a.org.uk
- Networking opportunities with [local u3a networks](#), region/nation support teams and [Council Representatives](#).

Key Tasks:

- Follow your u3a's constitution, meet its charitable goals and regularly review the constitution to meet current and future needs
- Be committed to running a successful u3a for the benefit of our members
- Follow the statutory requirements and guidance from the charity regulator
- Commit to and follow the terms of membership of the Third Age Trust
- Be aware of the duties and responsibilities of all Trustees (committee members) in their role as Charity Trustees
- Chair committee meetings, make decisions and encourage participation from other committee members and members
- Plan with the Secretary and chair the AGM and to sign off the Annual Reports and accounts.
- Effectively address any conflicts or issues that may arise within the committee, or u3a, as soon as these are raised
- Work closely with the Treasurer to ensure the u3a's finances are in good order. Have good knowledge and understanding of the u3a financial position. Ensure that the financial position is regularly reviewed and discussed at committee meetings
- Foster relationships with other u3as and u3a networks by attending network meetings as appropriate.
- Support in the handover and inductions of new committee members.
- Work with the committee to:
 - ensure all committee decisions are made and followed through in a timely manner
 - have a clear strategic direction for the u3a, including clear aims and goals and a plan for the short and long term



- agree policies for the u3a and monitor effectiveness
- run a successful u3a for the benefit of its members and to use its resources well
- ensure committee members understand their duties and responsibilities as Charity Trustees
- create a positive team environment for working together
- review risk, develop/review a contingency plan and ensure succession planning is in place for all committee members
- ensure effective communications between the committee, u3a members and the Third Age Trust
- Write a monthly article for the F&D u3a Newsletter

Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more about the role, please contact [secretary@fairfordu3a.org.uk]

u3a	Role description: Chair	Fairford and District u3a
Version	Description of changes	Date
1.0	Role description created	21/04/2026