

Anton u3a vacant roles

Ahead of the next AGM we are looking for volunteers to take on the following roles (current holders of the positions will be stepping down). If no volunteers are found before the meeting we will be calling for volunteers from the floor.

Role of Chair

To represent the interest of Anton U3A in the best possible way.

To carry out the statutory requirements of a Trustee of a registered charity and to uphold the aims of U3A organisation

Committee meetings -to ensure they are democratic, held regularly, tasks allocated

Monthly Meeting Smooth Running, refreshments organised, vote of thanks to speaker, groups able to provide info of upcoming activities. Welcome and introduce new members, ensuring they have a friendly experience

Find out the views of members and possible requirements.

Any member may be asked to organise a specific activity e.g. Christmas Lunch

Ensuring there is an efficient and able Committee. Provide support to committee. Liaise between officers.

Holding the key to the hall.

Role of Vice Chair

Deputise for the chairperson in their absence.

Assist chair in organizing special events.

Be aware of the common responsibilities of all Trustees (committee members)

Be prepared to help the chair to induct new committee members as Trustees