

PRESTON PARK U3A

THE CHAIR'S RESPONSIBILITIES

1. To provide an oversight and guide Preston Park U3A activities in line with the constitution and Third Age Trust guidance.
2. To chair the Committee (Trustees) Meetings of Preston Park U3A
 - Ensuring that the minimum number of officers/ members are present
 - Preparing meeting agendas, consulting with secretary as necessary
 - Reviewing minutes prior to circulation
3. To resolve issues and action decisions between meetings, consulting Committee members or others by email or phone as necessary.
4. To run monthly General Meetings
 - Ensuring availability of venue
 - Preparing and giving notices to members, welcoming and thanking Speakers
 - Checking availability and operation of sound/ video equipment
 - Checking suitable *PowerPoint* slides for meeting are prepared
 - Checking specific audio/visual requirements for Speaker will be met
5. To chair the annual December AGM meeting
 - Ensuring venue is available
 - Liaising with the Secretary in order that adequate notice is given to members of said meeting.
 - Ensuring members know voting procedures/ vacancies in advance
 - Ensuring voting papers and counters are available if required
 - Preparing and delivering Chair's report
6. To prepare a Chair's update for each Newsletter and an introduction for the Monthly Update

(The role of the Vice Chair or Chair elected for a meeting is to temporarily undertake any of the above duties

as and when necessary.)

7 To receive Third Age Trust newsletters and bulletins and to decide to whom they should be forwarded – officers, committee, group leaders, general membership, monthly update?

8 To receive general enquiries direct from members and non-members or through our website and to deal with them or refer them to the relevant officer or committee member

9 To deal with any complaints received in conjunction with the executive committee if appropriate

November 2022.