Role description – Chair

The role

As Chair you will:

- Lead the committee and share together the collective responsibility of running your u3a
- Ensure your u3a meets its objectives by following your constitution and the law in ensuring effective governance, and act in line with the u3a Trustee Code of Conduct
- Be responsible for leading meetings of the Committee/Trustees
- Act as spokesperson for your u3a.

Skills & attributes:

- A positive, collaborative and flexible approach to leading your u3a
- An openness to giving and asking for support
- A supportive team player, welcoming ideas from others
- Good at building team relationships; able to encourage the committee to work together
- Strong communication skills; knowing when to be diplomatic and assertive. Able to adapt communication style.

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:

Please note that some duties can be delegated to other members of the Committee and/or other volunteers, by agreement of the Trustees.

- Follow your u3a's constitution, meet its charitable goals and regularly review the constitution to meet current and future needs
- Follow the statutory requirements and guidance from the charity regulator
- Commit to and follow the terms of membership of the Third Age Trust
- Chair committee meetings, make decisions and encourage participation from other Committee members and members
- Plan 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 make sure 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

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@burscoughu3a.org

u3a	**Template role description: Chair**	**The Third Age Trust**
Version	**Description of changes**	**Date**
1.0	Creation of new template document	31/01/2026