

JOB TITLE **Vice Chairperson**

THE PURPOSE OF THE POSITION

To deputise for the Chair as required and ensure effectiveness of the Committee.

RELATIONSHIP WITH THE COMMITTEE

Decisions should be taken collectively in consultation with members of the committee and ratified at the full committee meeting. On rare occasions, when a decision must be taken quickly, Vice Chairperson's action may need to be taken on behalf of the Chair.

OUTSIDE AGENCIES

The Vice Chairperson may represent Dunmow u3a externally, on behalf of the Chairperson and may need to be in contact with other u3a Chairpersons, National Office, Town and Parish Councils, Charity Commission and other relevant organisations.

This is in the context of team working where other committee members will have specific responsibilities for liaison.

DUTIES AND RESPONSIBILITIES

In the absence of the Chair, to assume the role whilst ensuring that they are informed of relevant issues and decisions that need to be made. This might include chairing committee meetings, attending meetings and ensuring that the organisation operates in an effective manner. Where possible, the Chair should be consulted with regard to important decisions and kept informed of decisions made.

KNOWLEDGE AND SKILLS

- A positive leader
- Diplomatic and approachable
- Flexible in approach
- Good communication and listening skills
- Team player
- Facilitation and enabling skills

GENERAL COMMITTEE RESPONSIBILITIES

As an officer, sharing decision making with the Chair, Secretary and Treasurer. Committee meeting tasks as outlined in the Chairperson's job role.

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