



Chairman

Role description

The Chairman of Ludlow u3a has responsibility to:

- act as a Trustee of the registered charity, Ludlow u3a as defined in the constitution.

The Committee

- receive communications from the Third Age Trust and disseminate them to members of the committee and u3a members as appropriate
- plan committee meeting agendas in advance with the Secretary and agree on any papers to be circulated with it
- chair committee meetings and any special meetings
- oversee all committee members' roles and responsibilities.
- ensure that the responsibilities contained within committee roles, for which there are vacancies, are delegated to members of the committee, with their agreement.
- ensure that all decisions are committee decisions
- take appropriate action to provide optimum assurance that there will be nominations for committee positions in the u3a and that there are plans for succession

The AGM

- write a Chairman's report for the annual report and accounts and ensure the final draft of the annual report is presented to the committee for approval in good time prior to the AGM
- chair the AGM ensuring that the business of the meeting is conducted according to laid down procedures and any existing standing orders

New and Prospective members of Ludlow u3a

- act as first point of call for potential members, via website or other sources
- email/post information leaflet and joining instructions
- welcome new members, perhaps by organising new members' coffee morning
- ensure that information leaflets for new and prospective members of Ludlow u3a are maintained with current information
- ensure that the standard welcome letter on Beacon is kept up-to-date

The Monthly Meetings

- welcome members and visitors attending monthly meetings
- introduce monthly meetings and liaise with Monthly Meeting Organizer

Promote Ludlow u3a in the community

- liaise with local organisations and be the first point of contact
- attend network, regional and national meetings as appropriate and represent the u3a at external functions, meetings and events

This is an officer role as defined in the Constitution