



Vice Chair Role Description

Purpose

To outline the role and responsibilities of the Verwood u3a Vice Chair.

Role summary

It is usual for a Vice Chair to hold another Committee position although constitutionally this cannot be an Officer role. It is generally accepted that simply being available to deputise for the Chair does not constitute a viable committee role. One of the Vice Chair's roles is to deputise for the Chair and so he/she will need to be familiar with all necessary committee procedures and able to assume responsibility at short notice, if necessary.

Succession planning

It is intended that the role of Vice Chair is part of the Verwood u3a's succession planning i.e. the person who undertakes the Vice Chair role can have the opportunity to deputise for the Verwood u3a Chair and consider whether this is a role that he or she might be willing to consider in the future.

Main responsibilities:

- Uphold the constitution of the Verwood u3a.
- Be aware of the common responsibilities of all Verwood u3a committee members.
- Deputise for the Verwood u3a Chair in his/her absence.
- Assist the Verwood u3a Chair in organising special events.
- Act as a sounding board for the Verwood u3a Chair.
- Be prepared to help the Verwood u3a Chair induct new committee members.