

PLYMSTOCK & DISTRICT u3a

Role Description Chair

- To be the spokesperson at General Meetings, giving out notices, introducing the speakers and ensuring a vote of thanks is given.
- To liaise with the Secretary over the agenda for Committee, Annual and Special General Meetings.
- To run the Committee, Annual and Special General Meetings, leading discussions and decision making when required.
- To check the meeting minutes before they are distributed.
- To represent Plymstock & District u3a to other people or organisations when required.
- To represent Plymstock & District USA at South West Network meetings, usually with the Secretary.
- To keep up to date on new initiatives etc that may benefit our u3a, and to bring these to the attention of the committee.
- To ensure that all relevant and important data is regularly backed up.
- To help any of the Committee members who may need assistance at any time to perform their duties.
- To help set up the Staddy for General Meetings.