

STREET AND GLASTONBURY U3A

ROLE DESCRIPTION

VICE-CHAIR

OBJECTIVES:

1. To represent the Chair in their absence.
2. To assist the Chair in their duties.
3. To represent all members of the u3a.

KEY TASKS:

1. To chair meetings when chair is absent.
2. To help the chair in leadership and guidance.
3. To help all committee members.
4. To keep in contact with other u3a's.
5. To help the chair keep in contact with all group leaders.
6. To take on board all members' suggestions.