

Vice chairperson

Settle District U3A – Role Description

1. Assist the Chairperson in her/his duties, as required, providing encouragement and support.
2. Take the Chairing role at Committee Meetings, in the absence of the Chairperson.
3. Take the lead at Member Meetings, in the absence of the Chairperson.
4. Attend Committee Meetings of Settle District U3A.
5. Undertake such other duties, as determined by the Committee, which are acceptable to the Vice-Chairperson.

General:

The Vice-Chairperson will need to be familiar with all necessary procedures and able to assume responsibility at short notice, if required to do so.

The role of the Vice-Chairperson is to stand in for the Chairperson. They *can* be given another specific role e.g. Regional Representative, or a role where there is no named officer in post.