

DOCUMENT STATUS:

REF NUMBER:	JD-01
TITLE:	Chair – Role Description
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APPROVED BY:	Wadhurst & District u3a Trustees & Committee
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SIGNED	 Jane Austin (on behalf of the Wadhurst u3a Trustees)
DESIGNATION	Vice Chair of Wadhurst & District u3a
DATE OF LAST REVIEW	July 2026
DATE OF NEXT REVIEW:	July 2029 (or sooner, if required)

THE ROLE OF CHAIR:

As Chair you will:

- Lead the committee and share together the collective responsibility of running the u3a
- Ensure the u3a meets its objectives by following the agreed constitution and the law in ensuring effective governance, and act in line with the **u3a Trustee Code of Conduct** (see end notes)
- Be responsible for leading meetings of the committee and trustees
- Act as spokesperson for the local u3a.

SKILLS & ATTRIBUTES:

- A positive, collaborative and flexible approach to leading your u3a
- An openness to giving and asking for support
- A supportive team player, welcoming ideas from others
- Good at building team relationships; able to encourage the committee to work together
- Strong communication skills; knowing when to be diplomatic and assertive.
- Able to adapt communication style.

SUPPORT FOR YOUR ROLE:

- Help from experienced and current Committee members

- Trustee induction for the local u3a
- Handover and support from the outgoing Chair, where possible
- Information, advice and workshops are available from the Third Age Trust, via the u3a website or by email: info@u3a.org.uk
- Networking opportunities with local u3a networks, region/nation support teams and Council Representatives.

KEY TASKS:

Some duties can be delegated to other members of the Committee and/or other volunteers, by agreement of the Trustees.

- Follow the u3a's constitution, meet its charitable goals and regularly review the constitution to meet current and future needs
- Follow the statutory requirements and guidance from the charity regulator
- Commit to and follow the terms of membership of the Third Age Trust
- Chair committee meetings, enabling the Trustees and committee members to arrive at decisions, and encourage participation from other committee members and members
- Plan and chair the AGM and to sign off the Annual Reports and accounts.
- Effectively address any conflicts or issues that may arise within the committee, or u3a, as soon as these are raised
- Work closely with the Treasurer to ensure the u3a's finances are in good order. Have good knowledge and understanding of the u3a financial position. Ensure that the financial position is regularly reviewed and discussed at committee meetings
- Foster relationships with other u3as and u3a networks by attending network meetings as appropriate.
- Support in the handover and induction of new committee members.
- Work with the committee to:
 - ensure all committee decisions are made and followed through in a timely manner
 - have a clear strategic direction for the u3a, including clear aims and goals and a plan for the short and long term
 - agree policies for the u3a and monitor effectiveness
 - run a successful u3a for the benefit of its members and use its resources well
 - ensure committee members understand their duties and responsibilities as Charity Trustees
 - create a positive team environment for working together
 - review risk, develop/review a contingency plan and ensure succession planning is in place for all committee members
 - ensure effective communications between the committee, u3a members and the Third Age Trust.

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HELPFUL INFORMATION:

- (i) Charity Commission guides for charity trustees:
<https://www.charitygovernancecode.org/>
<https://charitycommission.blog.gov.uk/2017/07/13/the-new-charity-governance-code-essential-reading-for-all-trustees/>
- (ii) u3a Trustee Code of Conduct:
<https://www.u3a.org.uk/about/about-the-trust/code-of-conduct>