

### **Introduction:**

SLu3a is managed by a committee of around ten volunteer trustees who are elected annually at the AGM. We are registered as an independent charity with the Charity Commission and operate under the umbrella of the Third Age Trust (TAT) the national u3a.

**Mission:** see Constitution.

**Aim:** To meet the interests, activity, and social needs of retired or semi-retired people.

## **Role description**

**Title:** Vice Chair

### **Purpose**

To support the SLu3a's chair in governance activities effectively and efficiently which enables us to continue with our charitable mission.

### **Role specification**

- Good communication skills
- Awareness of the Charity Commission (can be acquired during the post)
- Computer skills (training and support can be offered as necessary)
- Social media awareness.
- Committee experience.
- Awareness of budgeting and cash flow
- Liaising with outside agencies such as TAT

### **Role summary**

You will be expected to attend meetings, deputise for the chair, and liaise with committee members. One of the main roles is to support group coordinators, through timely effective communications. When a new group is proposed, you should help to set it up. We also have an annual Coordinators Coffee Morning which involves liaising with other members of the committee in addition to assisting with organising the annual open meetings.

### **Main responsibilities:**

- Uphold the SLu3a Constitution
- Comply with the charity commission guidelines and government legislation.
- Be aware of the responsibilities of trustees.
- To attend committee meetings and provide monthly reports to the committee.
- Assist in organising special events and meetings throughout the year.
- Deputise for the Chair.
- Help to promote the SLu3a.
- Help induct new committee members, and succession planning.

**Benefits:** you will benefit by-

- Utilising your skills and learning new skills
- Being part of a friendly and supportive team

**Related documents:**

- [South Lakes u3a constitution](#)