

## Vice Chair: Role Description

### Preston and District u3a

The Chair and Vice Chair can decide between themselves the tasks to be undertaken. It is hoped that the Vice Chair will be prepared to stand for the position of Chair when the time comes. The position will therefore allow the post holder to become familiar with the running of The Preston and District u3a.

The office of Chair or Vice-Chair cannot serve for more than 3 consecutive years without an intervening period of at least one year, except that a retiring Vice-Chair may stand immediately for the post of Chair.

### Role Overview

One of the roles of a Vice Chair is to deputise for the Chair; therefore, he/she will need to be familiar with all necessary procedures and able to assume responsibility at short notice, if required to do so. It is also desirable to attend Monthly Meetings.

### Roles and Responsibilities

- **Maintain u3a Aims:** To maintain the aims and objectives of the u3a.
- **Committee Participation:** To be a member of the Preston and District u3a Committee, which meets 6 times per year.
- **Trusteeship:** To be a trustee of the Preston and District u3a Charity.
- **Support:** To support other committee members and events as necessary.
- **Operational Knowledge:** To gain a working knowledge of other committee roles.
- **Backfill Responsibility:** To be willing to take some responsibility when committee members are sick or out of post.

### Confidentiality

Once a committee decision has been reached, committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking, but that is the nature of democracy. Opinions expressed in meetings should be regarded as confidential.

### Skills and Attributes

- Flexible in approach
- Diplomatic and approachable
- A strong leader
- Good communication skills
- Computer skills and access to email
- Team working and reliable

- Able to use their initiative

### **General Data Protection Regulations (GDPR)**

Holders of this position must complete GDPR Training and ensure compliance. In general, membership data accessed must only be used for the purposes of carrying out the job role. Data should not be stored on personal computers indefinitely and should be deleted or destroyed once it is no longer required.

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### **Other Information**

- Your name and phone number will appear on contact sheets held by Head Office for membership enquiries.
- Contact details may also appear on printed fliers and in *Good Times Magazine*.

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