

St Albans U3A

Terms of Reference for Chairman

Role Description:

To chair the St Albans U3A as an Officer in accordance with the authoritative recommendations of the Third Age Trust and the statutory requirements of Charity Law.

Key Responsibilities and Accountabilities:

1. to be a Trustee and member of the Executive Committee and carry out the duties of these roles;
2. to chair effectively meetings of the Executive Committee;
3. to chair the Annual General Meeting and any Extraordinary General Meetings;
4. to act as lead spokesperson for the organisation, both internally and externally;
5. to perform any duties required in respect of the Code of Conduct for Trustees.