

# **St Albans U3A**

## **Terms of Reference for Vice Chairman**

### **Role Description:**

To deputise for the Chairman and be familiar with all necessary procedures to enable assumption of responsibility at short notice.

### **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 stand in for the Chairman in his/her absence or where necessary due to a conflict of interest or other critical reason for their inability to perform their role, performing all activities associated with that role.