



Paisley and District u3a – EC Role Descriptor

Chair

Key Role

To proactively lead the operational activities and development of Paisley & District u3a, in accordance with Trust guidelines and regulations, by the provision of effective leadership and efficient chairing of u3a meetings, especially the Executive Committee and AGM.

Specific elements

- Ensure Paisley and District u3a, and its Executive Committee, uphold the charitable objectives and purposes of of the u3a organisation and the u3a Trust.
- Undertake all duties and responsibilities required of P&D u3a figurehead.
- Plan and prepare, with appropriate members, for all required meetings, eg, EC, AGM, EGM.
- Liaise with Secretary to prepare Agendas for all meetings.
- Effectively chair meetings, ensuring:
 - sufficient time is allowed for deliberations, decisions and actions.
 - decisions, actions and deliberations are correctly minuted.
 - the implementation of decisions is clearly assigned and monitored.
 - adequate support and supervision arrangements are made for all Committee Members, Group Leaders, and other members who undertake specific roles.

Generic elements

- Ensure compliance with P&D u3a policies and procedures, especially:
 - Committee Member’s Code of Conduct
 - Data Protection and Privacy Policies
 - Safeguarding
 - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider P&D u3a activities

u3a		Paisley and District u3a
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Approved by Executive Committee		
Review Date	January 2025	