



Cheddar Valley u3a

Role description – Vice-Chair

1. Role summary

- To deputise for the chair as needed (so must be familiar with all necessary committee procedures and be able to assume responsibility at short notice).
- To act as the Policy Officer and Education Officer for Cheddar Valley (CV) u3a.

2. Skills and experience

- Interest in the u3a and its aims and objectives.
- Strong Interest in policy and education matters
- Experience of committee work and being a charity trustee.

3. Main responsibilities:

The specific tasks listed below are in addition to the statutory requirements and responsibilities of trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies.

3.1 General duties as Vice-Chair

- Uphold the constitution of CV u3a.
- Be aware of the common responsibilities of all Trustees (committee members).
- Deputise for the Chair in his/her absence.
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.
- Arrange an induction for newly elected Trustees so they start with a sound knowledge base.

3.2 Policy Officer

- Take a lead on developing and maintaining CV u3a's policy framework.
- Review all CV u3a policies and procedures annually and update as required.
- Review and update the Constitution as needed (for example, when national u3a updates the model constitution and recommends it for adoption).
- Liaise with the u3a national office on all matters related to policies and procedures.

3.3 Education Officer

- Take a lead on developing CV u3a's learning strategy
- Liaise with national u3a on all matters relating to learning, including online learning resources and the specialist subject advisors.
- Liaise with the Groups Coordinator and Group Leaders as required.



3.4 On completion

- To carry out a comprehensive handover to the new Vice-Chair.

4. Succession planning

The Vice-chair of CV u3a is under no obligation to succeed to the role of Chair but may wish to consider this position after 2-3 years of deputising for the Chair.

Approved by the Trustees of Cheddar Valley u3a in March 2025.