



Job Description



Islington U3A

Officer Role - Chair

Rev 3.0

Purpose:	To lead, coordinate and develop Islington U3A's strategies, plans and activities
Core duties:	Share information with other Trustees so they can function effectively.
	Chair Executive Committee (EC) and monthly meetings
	Provide support and advice to Trustees and other key volunteers when required
	Ensure that any difficulties and problems are resolved as quickly and smoothly as possible
	Liaise with other Islington organisations where appropriate
	Liaise with other local U3A chairs
	Ensure a form of succession is in place throughout the organisation (at all levels – EC, Coordinators, etc) to ensure sustainability / continuity.
	Ensure sustainability of Organisation by creating a collective knowledge rather than just personal knowledge.
	Ensure all Trustees are complying with their required Charity Commission duties.
	Maintain good external & internal communications/ publicity.
Other possible activities:	Represent iU3A at the London Region of U3A's quarterly meeting
	Be contact point for outside organisations.
Skills and experience required:	Ability to think strategically and create practical plans
	Understanding the dynamics of an organisation that is run entirely by volunteers from a range of different professional backgrounds.
	Building and leading a team and chairing meetings
	Able to communicate with a wide range of people
Approx time commitment:	Difficult to quantify but important to be able to respond quickly when necessary.
Accountable to:	iU3A Executive Committee and U3A Trust.