Downe University of the Third Age

CHAIRPERSON

1. To safeguard the good name of Downe U3A

2. To be aware of Health & Safety best practices

3. To be aware of Equality & Diversity

4. To ensure the Constitution of Downe U3A is upheld and it's Objects and Rules are implemented, through the Executive Committee.

5. To maintain liaison with the Regional U3A Committee and other local U3A Groups, up-dating the Executive Committee on developments and activities as appropriate.

6. To liaise with the Secretary to prepare the agenda for Monthly and Annual General Meetings.

7. To check the notes of meetings with the Secretary to ensure accuracy of reporting.

8. To Chair all Monthly and Annual General meetings, or arrange for an appropriate deputy as required. (Either the Deputy Chairperson or other officer on the Executive Committee.)

9. To promote the Objects of Downe U3A with Group Leaders.

Downe U3A Executive Committee
Compiled: June 2016