

ROLE OF BFu3a CHAIR

The Chair should be elected at the Annual General Meeting (AGM) in accordance with the BFu3a Constitution.

Primary Tasks

- Take a leading role in shaping the future development of BFu3a and in succession planning for the Committee membership.
- Together with the Administration Secretary, establish dates for Committee and Open Meetings. There are normally nine of these per year.
- Chair the Committee meetings and endeavour to:
 - Be well informed on the issues to be discussed, their relative importance and be aware of where decisions are needed.
 - Guide the discussion in a positive manner, while assuming a neutral role.
 - Allow different points to be expressed and encourage participation from all members, especially the quieter ones.
 - Summarise discussions fairly and call for a vote when necessary.
 - Ensure that decisions are followed through.
 - To write a Chair's report for the Annual Report and Accounts and ensure the final draft of the Annual Report is presented to the committee for approval in good time prior to the AGM.
- Chair the AGM ensuring that the business of the meeting is conducted according to laid down procedures and any existing standing orders.
 - To arrange an induction for newly elected Trustees so they start with a sound knowledge base.
 - To ensure the bank signature mandate is updated as required.
- Maintain the charitable aims and objectives of the BFu3a.
- Ensure any directives from the Charity Commission or HMRC are dealt with.
- Prepare and agree the Trustees' Annual Report (*narrative*) to be submitted to the Charity Commission together with the Treasurer's Annual Return (*financial*).
- Be a signatory on the bank accounts.
- Work closely with the Treasurer on budgets and ensure subscriptions are fair.
- Ensure the committee reviews risks on a regular basis and put measures in place to mitigate any which are identified.
- To arrange an induction for newly elected Trustees so they start with a sound knowledge base.
- E-mail via Beacon all members during the weekend prior to Open Meetings a reminder of the date, time and venue together with details of the forthcoming guest Speaker's presentation.
- Host the Open Meetings, announcing news and relevant Health and Safety provisions.
- Compile a Chair's report for each newsletter.
- Attend, when invited, New Members Meetings arranged by the Vice Chair.

- Represent BFu3a at meetings held by the Thames Valley network (TVN) and similar meetings arranged at Trust & Region level.
- Maintain contact with organisations such as involve, BFBC and B&W College concerning relevant learning developments and opportunities for BFu3a members.
- Send appropriate messages and cards when members have died or suffered serious illness. With family approval, inform members of deaths and subsequent funeral arrangements.
- Internal Complaints. These are dealt with directly by the Interest Group Leader and the parties involved, using the Complaints Policy & Procedure located in the Bracknell Forest u3a website in the Committee Area. Arbitration will be passed to the Chair if a satisfactory conclusion cannot be agreed. TAT rules will be invoked.
- BFu3a Coffee Mornings are held on the last Wednesday of each month. If convenient, attend along with the Coffee Morning Host ensuring new members attending are introduced to other members to promote friendships.

Aspects Applicable to all Committee Positions

Ensure opinions expressed in Committee meetings are regarded as confidential.

No matter what individual opinions or voting choices are, once an item is approved by the Committee, all must accept it as decisive and final without further comment (*see National Office: Trustees Code of Conduct – Corporate Responsibility*).

Submit a report seven days prior to each Committee meeting.

Where possible and by agreement, undertake ad hoc tasks as required by the Committee.

Prepare and carry out a comprehensive handover to a new incumbent when appointed.