

ROLE OF BFu3a VICE CHAIR

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

Primary Tasks

- Deputise for the Chair at Open Meetings and Committee meetings when required. It is therefore necessary to be familiar with relevant procedures and be able to assume responsibility at short notice if required.
- Be an additional signatory for banking purposes.
- Recruit and maintain a Volunteer Group including First Aiders and Fire Wardens and maintain the Volunteer Group held in Beacon.
- Contact the volunteers at least a week prior to an Open Meeting to ensure adequate cover and to allocate tasks (*see appendix for list of tasks*). Any volunteer without a set task to report to the Vice Chair upon arrival at the meeting to be allocated tasks as needed.
- Ensure First Aiders and Fire Wardens receive relevant training and repeat training as necessary.
- See that the Committee arranges evacuation drills at agreed intervals.
- Maintain an overview of the value and relevance of the Newsletter in conjunction with the editorial team and report key issues to the Committee as they occur.
- Be responsible, together with the Groups Support Officer, for organising New Members' Meetings at appropriate intervals. Consider inviting selected Group Coordinators or the Chair to attend.
- Maintain a regular link with Honorary Members and encourage their participation in Open Meetings and social events, offering assistance if required.
- Endeavour to promote the BFu3a policy on Equality, Diversity, and Inclusion.
- Annually after the AGM, review with the Chair and Group Support Officer who should have access to Beacon. This should include committee members and group coordinators and any other roles which require Beacon access for specific purposes.

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.

Appendix

List of volunteer tasks for Open Meetings:-

	Task	No. of persons preferred
1.	Set out chairs and put them away afterwards	3-4
2.	Attend the Welcome Table at the doorway	1
3.	Attend the Signing In Desk	2
4.	First Aid cover	1
5.	Fire Warden cover (obtain hi-viz jackets before the start)	2-4
6.	Meet and Greet all attendees and direct them to the Signing In Desk to register attendance before taking their seat	1
7.	See new or potential members and visitors to their seat. Point out vacant seats to 'late' arrivals.	1-2
8.	Escort new or potential members and visitors to the refreshment area at the end of the presentation.	1-2
9.	Assist with the hosting of the New Members Area i.e. explaining to potential members how to join BFU3A, giving information about the Interest Groups and Group Coordinator contact details (<i>to new members only – GDPR</i>).	2
10	Ensure refreshment provisions are ready and provide the refreshments at the end of the presentation.	3