

**Lancaster and Morecambe u3a
Roles and Responsibilities: The Chair, May 2026**

Overview

The Chair is a central point of contact mainly within the organisation but also occasionally with external organisations. Being in the centre is important because the primary task of the Chair is to ensure that the activities of the charity are in accordance with our own policies, the principles of the national u3a (the Third Age Trust) and charities law.

The Chair can therefore variously consult, coordinate, initiate or delegate tasks as a member of the Committee and as a contact for other volunteers. The Chair is often a sounding board for any ideas or concerns, which might then be discussed with individual members of the Committee or at a Committee meeting.

The Chair is not the boss, rather the convenor and representative of the Committee and the Charity. The Chair, or other Committee members, may choose to liaise with the local Bay Network, the NW Region and the national office. Managing the contributions and timekeeping are important aspects of chairing the monthly Committee meetings and the Annual General Meeting. The Chair also needs to be familiar with the Constitution and policies of L&M u3a.

The Chair writes an introductory paragraph in the Newsletter and makes announcements at the open Monthly Meetings.

Responsibilities

To work with the committee to ensure:

- the strategic development and current practice of L&M u3a are consistent with the Principles and the Constitution of L&M u3a
- current practice and policies are consistent with the current advice from both National Office and the Charity Commission.

Role

Committee Meetings

- Chair committee meetings
- Formulate policies for the future in conjunction with the committee
- Liaise with Secretary in writing of the agenda and minutes

AGM and SGM

- Work with the AGM secretary on the Agenda and procedures
- Chair the AGM and SGMs including delivering the Chair's report at the AGM

Induction of New Committee Members

- Ensure all new Committee Members receive the induction information as outlined by National Office and the Charity Commission, including co-opted members
- Deliver the induction with the help of other committee members as necessary

Charity Commission

- Submit via Secretary the Chair's Annual Report by June for the previous year

Monthly Meetings

- Welcome members, prospective members and visitors and give out announcements

- Organise the Information Table with help from other committee members
- Print and distribute name tags for lanyards as needed

Other u3a Meetings and Activities

- Attend New Members meetings and Group Leaders meetings giving Introductory talks as appropriate
- Liaise with all Committee Members, particularly in relation to their specific roles and with all Key Role Players within the u3a
- Encourage the u3a ethos within our u3a by visiting groups and submitting articles to the Newsletter

Outside Organisations

- Attend Chairs' Forum meetings online
- Liaise with NW Region, the Bay Network and other u3as concerning events as appropriate
- Promote L&M u3a as appropriate within the wider community, in conjunction with the Publicity and Next Gen Groups

Records

In conjunction with the committee, ensure that the following documents are up-to-date and compliant with current advice and practice:

- Policy and guidance documents
- Contact Details
- List of non-committee Posts, Roles and Responsibilities (yearly or as changes occur)

Skill Set and Tools Needed

- Reasonable confidence in using computers
- Access to the Internet
- A u3a computer can be provided if needed

Margaret Hemming
2 May 2026