

## **Sherburn & Villages U3A**

Practicalities of being Chair

Officer role – elected for 2 years – may not serve for more than 2 terms.

Conduct monthly meeting, make announcements, introduce and thank speaker.

Be Team Leader.

Facilitate Committee meetings, guide discussion and draw to conclusion.

Ensure Committee decisions are carried through.

Chair Special and Annual General meetings.

Prepare and deliver annual report to AGM.

Be Point of contact.

Be signatory of S&V U3A current account.

Help out wherever needed.