

## **Sherburn & Villages U3A**

Practicalities of being Vice Chair

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

All of the below as deputy for Chair.

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.