

Chair Role Description

- Represent Northallerton U3A within the wider U3A and the community.
- Be familiar with the constitution of Northallerton U3A.
- Maintain awareness of any issues arising locally or from national or regional policies and the financial position of Northallerton U3A.
- Act as a 'listening post' for any points of concern raised by members.
- Preside over the monthly speakers meeting and the annual general meeting (AGM).
- Chair Committee meetings.
- Together with the Secretary, set the agenda for Committee meetings and ensure a quorum exists in accordance with the constitution.
- Attend New Member meetings.
- Ensure that the rules for meetings are followed and that decisions are taken in the proper way.
- Keep order at meetings and resolve problems/conflicts.
- Check that any documents are circulated in good time e.g. before meetings.
- Liaise with the Vice Chair as appropriate.

June 2026