



Islington U3A

Job Description

Officer Role - Chair

Rev 2.0

Purpose:	To lead, coordinate and develop Islington U3A's strategies, plans and activities
Core duties:	Chair executive committee and monthly meetings Provide support and advice to committee members and other key volunteers when required Ensure that any difficulties and problems are resolved as quickly and smoothly as possible Liaise with other Islington organisations where appropriate Liaise with other local U3A chairs Provide support and advice to committee members and other key volunteers when required
Other possible activities:	Represent iU3A at the London Region of U3A's quarterly meeting
Skills and experience required:	Ability to think strategically and create practical plans Understanding the dynamics of an organisation that is run entirely by volunteers from a range of different professional backgrounds Building and leading a team and chairing meetings Able to communicate with a wide range of people
Approx time commitment:	Difficult to quantify but important to be able to respond quickly when necessary
Accountable to:	iU3A Executive Committee and U3A Trust.