



Islington U3A

Job Description

Officer Role – Vice Chair

Rev 1.0

<b>Purpose:</b>	To support the Chair and the Executive Committee
<b>Core duties:</b>	Support the Chair & stand in for the Chair if absent Provide support and advice to committee members and other key volunteers when required Take on occasional actions arising
<b>Other possible activities:</b>	
<b>Skills and experience required:</b>	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 Chairing meetings Able to communicate with a wide range of people
<b>Approx time commitment:</b>	Difficult to quantify but important to be able to respond quickly when necessary
<b>Accountable to:</b>	iU3A Chair



THE UNIVERSITY OF THE THIRD AGE