

Teesdale u3a

teesdale.u3asite.uk

Role description – Chair

This document should be read in conjunction with the description for a trustee of Teesdale u3a

The Role

As Chair you will:

- Lead the Teesdale u3a committee and share together the collective responsibility of running our u3a
- Ensure Teesdale u3a meets its objectives by following the constitution and the law in ensuring effective governance, and act in line with the [u3a Trustee Code of Conduct](#)
- Be responsible for leading meetings of the Committee, General meetings and the AGM
- Act as spokesperson for your u3a.

Skills & Attributes:

- A positive, collaborative and flexible approach to leading your u3a
- An openness to giving and asking for support
- A supportive team player, welcoming ideas from others
- Good at building team relationships; able to encourage the committee to work together
- Strong communication skills; knowing when to be diplomatic and assertive. Able to adapt communication style.

Key Responsibilities:

Please note that some duties can be delegated to other members of the Committee and/or other volunteers, by agreement of the Trustees.

- Follow Teesdale u3a's constitution, meet its charitable goals and regularly review the constitution to meet current and future needs
- Follow the statutory requirements and guidance from the charity regulator, including producing the required annual report to be approved by the committee
- Commit to and follow the terms of membership of the Third Age Trust
- Effectively Chair committee meetings, make decisions and encourage participation from other Committee members and members
- Plan and chair the AGM and sign off the Annual Reports and accounts.
- Effectively address any conflicts or issues that may arise within the committee, or u3a, as soon as these are raised
- Work closely with the Treasurer to ensure Teesdale u3a's finances are in good order. Have good knowledge and understanding of the u3a financial position. Ensure that the financial position is regularly reviewed and discussed at committee meetings

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- Foster relationships with other u3as and u3a networks by attending network meetings as appropriate.
- Support the handover and inductions of new Committee members.
- Work with the committee to:
 - create a positive team environment for working together
 - ensure all committee meetings are focused, ordered, positive and inclusive
 - ensure all committee decisions are made and followed through in a timely manner, working with the other officers as appropriate
 - have a clear strategic direction for Teesdale u3a, including clear aims and goals and a plan for the short and long term
 - agree and review policies for Teesdale u3a
 - run a successful u3a for the benefit of its members and use its resources well
 - ensure committee members understand their duties and responsibilities as Charity Trustees
 - review risk, develop/review a contingency plan and ensure succession planning is in place for all committee members
 - ensure effective communications between the committee, u3a members and the Third Age Trust
 - act as one of the second signatories for bank mandates

Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more about the role, please contact chair@teesdaleu3a.org.uk

Teesdale u3a	Role description: Chair	
Version	Description of changes	Date
1.0	Creation of new document	19/07/2026
1.1	Revised after sub committee discussion	26/08/2026