

Teesdale u3a

teesdale.u3asite.uk

Role description – Deputy Chair

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

The Role

As Deputy Chair you will:

- Share, together with all committee members, the collective responsibility of running the Teesdale u3a;
- Be prepared to support, assist and act as a 'sounding board' and 'critical friend' to the Chair as appropriate;
- Substitute as necessary for the Chair in any of her/his duties, at her/his request;
- 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 familiar with all necessary committee procedures and be able to assume responsibility for leading meetings at short notice, when required;

Skills & Attributes:

- A positive, collaborative and flexible approach to the management of Teesdale 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 for the benefit of all Teesdale u3a members;
- Strong communication and inter-personal skills; knowing when to be diplomatic, assertive or supportive of others, and able to adapt your communication style as appropriate;

Key Responsibilities:

- Be committed to running a successful u3a for the benefit of its members;
- Abide by Teesdale u3a's constitution in order to meet its charitable goals;
- Follow the statutory requirements and guidance from the charity regulator;
- Follow the terms of membership of the Third Age Trust;
- Work closely with the Teesdale u3a Chair to ensure that all key management tasks are regularly reviewed and discussed at committee meetings;
- In the absence of the Chair, effectively chair committee meetings and encourage participation from other Committee members in the making of collective decisions;
- Support and work with the Chair and the committee to:
 - create a positive team environment for working together;
 - ensure all committee meetings are focused, ordered, positive and inclusive;
 - ensure that all committee decisions are made collectively and taken in the best interests of the Teesdale u3a;

Teesdale u3a

teesdale.u3asite.uk

- ensure all committee decisions are followed through in a timely manner, working with the other officers as appropriate;
- ensure that all committee members understand their duties and responsibilities and be willing to support them in their role as Charity Trustees;

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: Deputy Chair	
Version	Description of changes	Date
1.0	Creation of new document	27/07/2026
1.1	Revised after sub-committee discussion	02/09/2026