

Vice Chair Role Description

Purpose

To outline the role and responsibilities of a Vice Chair.

Scope

This is a desirable role for Bradford on Avon u3a as we continue to grow, but it is not essential.

Role summary

It is usual with u3a's for a Vice Chair to hold another Committee position although constitutionally this cannot be an Officer role. It is generally accepted that simply being available to deputise for the Chair does not constitute a viable committee role, however given the growing demands about the chair here in Bradford we are trying to share the workload and the vice chair will take on some specific tasks such as overseeing the risk assessments, liaising with the buddies and group support.

One of the Vice Chair's roles is to deputise for the Chair and so he/she will need to be familiar with all necessary committee procedures and able to assume responsibility at short notice, if necessary. The vice chair may also be part of the succession planning for the Chair.

Main responsibilities:

- Follow our u3a's constitution, meet our charitable goals and regularly review the constitution to meet current and future needs
 - Follow the statutory requirements and the guidance from the charity regulator
 - Commit to and follow the terms of membership of the Third Age Trust
 - Be aware of the common responsibilities as well as specific roles of all trustees (committee members)
 - Work with the Chair to create a positive team environment.
 - Deputise for the Chair in his/her absence at Committee, AGM and monthly meetings
 - Act as a sounding board for the Chair and other Trustees
 - Act as liaison between the Committee and Buddies, and other key u3a volunteers as required
 - Lead on risk assessments and work together with the Secretary on coordinating policy and job description reviews
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- Work together with the Chair when inducting new committee members as Trustees and planning away days and other committee events

Skills & Attributes: *(add characteristics & attributes needed for the role)*

- Enthusiastic about 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 and interpersonal skills.

Support for your role: *(outline the support your u3a can offer)*

- Help from experienced and current Committee members
- Trustee induction with our u3a
- Handover and support from the outgoing Vice Chair, where possible
- Information, advice and workshops are available from the Third Age Trust, via the [u3a website](#) or by email, info@u3a.org.uk
- Networking opportunities with [local u3a networks](#), region/nation support teams and [Council Representatives](#).

Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)

u3a	Template role description – Vice Chair		The Third Age Trust
Version	Description of changes	Date	
1.0	Creation of new template document by national u3a	31/01/2026	
	Role updated compared to ne national April 2026 u3a template, with these additions: • Follow our u3a's constitution, meet our charitable goals and regularly review the constitution to meet current and future needs. • Follow the statutory requirements and the guidance from the charity regulator. • Commit to and follow the terms of membership of the Third Age Trust. • Work with the Chair to create a positive team environment.	May 2026	

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