



Role description – Vice Chair

This role

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:

- 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](http://u3a.org.uk) or by email, info@u3a.org.uk
- Networking opportunities with [local u3a networks](#), region/nation support teams and [Council Representatives](#).

Key Tasks:

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

- 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 duties and responsibilities of all Trustees (committee members) in their role as Charity Trustees
- Work with the Chair to create a positive team environment.
- Deputise for the Chair in their absence.
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.
- Help the Chair induct new committee members as Trustees.
- Be committed to running a successful u3a for the benefit of its members

Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more about the role, please contact [add email address]

u3a	Template role description – Vice Chair		The Third Age Trust
Version	Description of changes	Date	
1.0	Creation of new template document	31/01/2026	
1.1	Adopted by Paignton u3a	22/09/2026	



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