## Chairman role

- Chair AGM and committee meetings.
- Introduce monthly meetings, making announcements and introducing the speaker and thanking him/her afterwards, announcing raffle results. Thanking the tea ladies, mixing with members to discuss any issues they may wish to raise with the Chairman.
- Liaise with the TAT and local U3A networks. Vote on behalf of Neston U3A at TAT AGM when required to do so.
- Recruit new committee members to fill vacancies, especially the four major roles.
- Attend local events as the public face of Neston U3A.
- Respond to queries as the first port of call for members and as the public face of Neston U3A.

13<sup>th</sup> August 2022