

HARLOW u3a ROLE DESCRIPTION:

VISITS AND OUTINGS SUB-COMMITTEE CHAIR & SUB-COMMITTEE MEMBER

THE VISITS AND OUTINGS TEAM IS A SUB-COMMITTEE OF HARLOW u3a AND MUST BE CHAIRED BY A TRUSTEE, AS REQUIRED BY THE CONSTITUTION

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols

PURPOSE:

The purpose of the Visits and Outings Chair is to –

1. Ensure that the activities of the Visits and Outings sub-committee are conducted within its mandate when identifying, planning and running visits and outings for Harlow u3a members. Financial operations of the sub-committee are managed in conjunction with the Treasurer/Groups Treasurer.

The purpose of the Visits and Outings Sub-Committee is to –

1. Identify, plan and run visits for Harlow u3a members.

KEY TASKS

The main tasks of the Chair /sub-committee are to –

1. Report monthly to trustees on the V&O sub-committee’s activities.
2. Meet with V&O Team to identify and plan a series of outings.
3. Consult Harlow u3a Calendar to avoid any date clashes.
4. Add agreed outings dates to Harlow u3a Calendar.
5. Liaise with Treasurer on V&O budget/account.
6. Obtain quotes for travel, entrance, activity as relevant to produce costings.
7. Research access arrangements with venue for members with mobility issues.
8. Book all aspects of agreed outings.
9. Conduct risk assessments.
10. Agree date to publicise outings and sell tickets. Inform members via V&O mailing.
11. Liaise with relevant parties to publicise outings. e.g Newsletter Editor, Website Administrator.

12. Provide V&O tables at General Meeting to sell places on the outings and give receipts.
13. Provide members unable to attend General Meeting with options to purchase available places.
14. If an outing is oversubscribed, establish a waiting list/explore repeating outing.
15. If an outing is undersubscribed, repeat publicity efforts/consider viability of the outing.
16. Prior to an outing collate list of attendees, contact details, emergency numbers, additional needs, pick up points.
17. Communicate to attendees pick up points and times and leader's contact number in case of emergency.
18. Confirm arrangements with venue and coach company as relevant.
19. Ensure sufficient members of V&O Team accompany outing to ensure it runs smoothly and safely.
20. On the day, check off members on list as they arrive; try to contact non-attendees but if they haven't arrived within **????** minutes of stated time do not delay departure.
21. On the day, ensure all attendees are clear of arrangements for the day, especially meeting point and time for return.
22. Provide the outing leader's contact number in case emergencies occur during the day.
23. Arrive promptly to the return point and check off members on list; only depart when confident all members have returned.
24. If travelling by coach, at end of outing ensure no belongings have been left behind.
25. After outings, liaise with Treasurer regarding payment of services.
26. After outings, debrief with V&O Team to evaluate trio/outing.

RESPONSIBILITIES OF THE V&O CHAIR AS A HARLOW u3a COMMITTEE MEMBER:

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.