

ROLE OF THE EVENTS OUTINGS SECRETARY

The Events Outings Secretary is elected at the Annual General Meeting (AGM), in accordance with the BFu3a constitution

Key Tasks:

- To research a yearly '*Summer Outing*' with a broad appeal for all Bracknell Forest u3a members which will be submitted to the Committee for discussion.
- Organise any other outings as requested by the Committee.

Summer Outing Format: Summer Outing to take place between June and September. At least one summer outing to be held each year and may be augmented by more outings. The process below should be followed for all outings.

- **Feasibility:** Research to be carried out for outings: Distance, cost – with or without travel, mobility/access, refreshment options, timing, minimum and maximum group size, deposit payment and cancellation clauses, cost to members and any concession discounts or group number discount. When the Events Outings Secretary has the costs and details, they should be presented to the Committee for agreement.
- **Confirmation:** Following approval by the Committee, confirm event details such as bookings, transport etc. and request deposit and payment as required from the Treasurer.
- **Advertise:** Produce a flyer to advertise the outing, notices for Newsletter and website – all to include booking details with any booking deadlines.
- **Payments:** All members are requested to pay monies into the BFu3a account and the Treasurer provides a spreadsheet of payments made to the organiser, so that the organiser can chase up any outstanding payments if required.
- **Member Bookings:** Confirm members' places and make sure members have any maps, programme, assembly points and times and mobile phone number of the organiser. Keep a record of all members' names purchasing tickets.
- Produce an alphabetic list to be available on the day for checking attendees in.
- Keep records of coach companies, venues etc for use in future years.
- **During the Outing:** The Events Outings Secretary may ask a group member to take photographs of the event and do a review for the BFu3a Newsletter or produce it her/himself. Photographs can also be submitted to the editor of Third Age Matters.

Promotional Events:

- Assist the Publicity Officer with Promotional events

Aspects Applicable to all Committee Positions

- Ensure opinions expressed in Committee meetings are regarded as confidential.
- No matter what individual opinions or voting choices are, once an item is approved by the Committee, all must accept it as decisive and final without further comment (see Trustees Code of Conduct – Corporate Responsibility)
- Where possible and by agreement, undertake ad hoc tasks as required by the
- Committee.
- Forward a brief report to all Committee members seven days prior to the next
- Committee meeting
- Prepare and carry out a comprehensive handover to a new incumbent when appointed