

JD Outings co-ordinator

Summary

As part of a small team plan a varied annual programme of 4 to 6 outings that attract sufficient support from the membership and which occur between March and October every year.

One member of the team to be a trustee and to attend committee meetings to provide updates on the outings programme and to contribute to the running of Bradford on Avon's u3a.

Key Tasks

1. Every year develop a provisional list of possible outings
2. Team to then explore feasibility of ideas. This includes determining travel times to and from the destination and between destinations, if the visit is in two parts. Cost of coach hire and entry fees for any attractions - looking particularly at group rates, if applicable. Other things to be aware of include;
 - a. Some venues are only open during some parts of the year or some days of the week and may restrict the days and times that they will take group visits.
 - b. Group visits may need booking (provisionally) well in advance.
 - c. Some venues - NTrust and English Heritage will be free to members - but there may be additional costs of a guide tour if booked.
 - d. On the whole visits are limited to places that are within a 2 hour coach ride - though there have been exceptions.
 - e. The costing for each visit is calculated on the basis of the cost of the coach hire, a £40 tip for the driver and the cost of any admission ticket, on the basis of 30 people coming on a trip. The price of the trip should be calculated so that 30 people attending the trip will cover all the costs. Shortfalls & surplus must be notified to the treasurer, and actions may need to be discussed with the main committee.
3. Once feasibility stage completed, coordinators agree the dates for the proposed program - spreading the visit over the period March - October mindful of other factors such as daylight hours, likely weather and optimal timing (gardens)
4. Each trip is then provisionally "mapped out" - time of departure and arrival, availability and timing for coffee and/or lunch and time to be spent at any one venue, particularly when there is more than one part to the visit or when a booked tour has been arranged. A risk assessment to be completed for each outing and returned to the vice chair or secretary
5. Trips are then advertised to members. It is important that;
 - a. Any additional costs (eg entrance to NT properties by non NT Members) will be clearly stated in the booking information and payable by the individual at the venue
 - b. The list of visits having been agreed is shared with the members via the Newsletter and/or by email and is published on the website - ideally in early January
 - c. Prior to each trip a flyer (including details about the trip and costs) and booking form are developed. Further publicity for each trip is via the Newsletter (for each of the two months prior to the trip) and verbally at the

monthly meetings. Coordinator who attends committee to notify relevant trustees.

6. At least one member of team to oversee bookings;
 - a. Booking is made either by submitting a completed booking form or email to a contact named on the booking form and well as payment
 - b. use Beacon to record the names of those who have booked onto the trip and it may be necessary to record the payment method. Almost invariably there are changes to the list of attendees with people joining late or having to cancel for a whole variety of reasons (illness hospital appointments etc)
 - c. Where possible every attempt is made to reimburse members who have to withdraw (even at late notice) as long as the u3a has not had to pay for tickets in advance and as long as the trip will not make an overall loss,. The coordinator will liaise with the treasurer about this and will obtain the bank details of the member so that the treasure can make a BACS transfer
7. On the day of the outing at least one of the coordinators will be present to oversee the outing, and this involves;
 - a. producing a hard copy of the list of attendees (from Beacon) which should include names and telephone numbers (including mobile numbers where available) and ideally emergency contact details - these are not always available on `beacon so this information is requested as part of the booking information (though not always provided) and will need to be added to the attendance lists by hand. There have been occasions members booked onto a trip have failed to turn up so having a means of communication is essential,
 - b. being responsible for working with the driver (to arrange drop offend pick up points and times) and staff at the venue to ensure the safe running of the visit as well as ensuring they give clear instructions to members of the group as to where they are to go, and when they have to be back on the bus,
 - c. bringing £40 in cash (in an envelope) to be given to the driver at the end off the day, This money will be reimbursed by the treasurer.
 - d. depending on the venue payment for entry may have to be made in advance or on the day or by invoice. The u3a has a payment card that can be used where payment is required but it is also possible the coordinator may have to pay the entrance fees by personal credit cards in which case this will be reimbursed promptly by the treasurer following the submission of an appropriate receipt

Essential Skills requirements

- use the internet and telephone to explore visit options
- use of emails to communicate with potential venues, coach companies and members
- use Beacon to record those that have booked and have access to their contact details
- keep accurate records (Whilst Beacon records most information, the coordinators are advised to keep a separate secure list of those applying to come on the outing as well as how they have paid and then whether they cancel - and when. While it would be possible to keep such a list in a hand written form, experience shows that doing this electronically is preferable. Currently the coordinator uses a base excel spread sheet. This must be kept secure with passwords.)