

JOB TITLE **Deputy Outings Co-Ordinator**

THE PURPOSE OF THE POSITION

To help plan and run a range of outings for members of Du3a.

To deputise for the Outings Coordinator when required

RELATIONSHIP WITH THE COMMITTEE

Outings Coordinator

Treasurer with regard to costings and financial transactions relating to outings

OUTSIDE AGENCIES

Coach companies e.g., DONS coaches

Outings venues for tickets

DUTIES AND RESPONSIBILITIES

- Assist with the creation and administration of new outings.
- Liaise with venues, negotiate group rates for outings where applicable and obtain information relating to access and health and safety, with particular reference to members with reduced mobility.
- Assist with the preparation of publicity materials prior to the launch of a new outing.
- Attend members' monthly meetings to sell places on current outings, answer queries and offer advice to members regarding the outings programme.
- Be prepared to take responsibility for leading a number of outings.
- When necessary, deputise for the outings coordinator and be prepared to complete any or all of the duties listed below in the coordinator's absence.

Planning:

- For a new outing, obtain a quote for coach travel, negotiate group ticket rates where applicable and produce detailed costings.
- Pass costings to Treasurer for permission to proceed.

Publicity:

- Using the u3a SiteBuilder or through liaison with the web manager, edit the diary and outings pages on the Dunmow u3a website to ensure that information for members is accurate and current.
- Request the aid of the web manager to place advertising material and booking form on the Outings web page.

New Outing Launch:

- Use Beacon to inform all members with email access of the launch date of the outing, essential information about the trip and how to apply for places.
- Create an illustrated information page, listing all available outings, to be included in the monthly newsletter and to be projected during the end-of-month meetings.
- Set up an outings table at the end-of-month meetings and provide sufficient copies of the handbills and booking forms for each outing to be offered to members attending the meetings.
- Take cheques and cash from those buying places on outings, give receipts and pass completed booking forms and cheques/cash to the Treasurer.
- Prior to any outing, should any critical updates to arrangements need to be made (e.g. change of departure time) contact all members booked on the outing by Beacon email or telephone for non-email users. Check, using the Beacon system, that all emails have been opened and contact by telephone anyone who has not read the message.

Running an Outing:

- Seven to ten days before an outing, email or telephone all members to confirm their chosen pickup point and provide essential information about the trip, including contact telephone numbers for the outing leader in case of emergency. Amend the spreadsheet information if there are errors.
- If members are unable to travel make every effort to contact those on the waiting list, or through re-advertising, to fill the now vacant seats. Where substitution has been possible, inform Treasurer of the details for reimbursements to be made.
- Receive driver's gratuity payment from Treasurer.
- On the day of the outing arrive 30 minutes before departure time, check in at the office to see if travel delays are expected and meet the driver to confirm times and route. Welcome members on board and check off names on the passenger list.
- Five minutes before departure, check if there are still members outstanding and attempt to contact by phone. The coach should not wait for no-shows beyond five minutes after stated departure time.
- Make similar checks at each pickup point.
- On the journey, confirm all arrangements with members, especially stressing meeting points and times for the return journey. Ensure all members have the leader's mobile phone number in case of difficulties.
- Arrive in good time at the return meeting point and count members onto the coach. Only when certain all members are present, give the OK to the driver.
- Before leaving the yard ensure no belongings have been left on the coach and pass the gratuity payment to the driver.

Post- Outing Tasks:

- Request that web manager remove the outing details, photographs and files from the u3a website.
- Inform the Treasurer of any no-shows in case reimbursements from Welfare funds may be required.

KNOWLEDGE AND SKILLS

- Good communication skills
- Well organised
- Attention to detail
- Computer and IT skills required for the role

GENERAL COMMITTEE RESPONSIBILITIES

None

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