

OUTINGS ORGANISER DUTIES AND RESPONSIBILITIES

Role Summary

As well as organising the outings, our co-ordinator works closely with the Treasurer and maintain their own financial records.

Main Responsibilities

- To establish and maintain interest in the Outings group, by communicating and talking to members at monthly meetings email and telephone
- Use of technology for sending emails and collecting and managing personal data.
- To agree with group members on the outings of interest
- To arrange with coach companies for the hire date, locations of visits and a quote for the costs
- To arrange with the site of the visit a time and a date, how many members, the cost of entrance fees. Any safety concerns for the site to be communicated to all group members.
- Check using Beacon that members have paid and that they have provided details on the booking form
- Prepare a risk assessment for each visit
- To make a list of emergency contact details
- Inform all members of the hazards involved at the site
- Inform all members the details of interesting aspects of the visit
- Attend committee meetings and provide a report of the activities of the Outings Group
- Prepare and submit an article for the monthly newsletter
- To send the details of each outing to the Website Administrator for uploading to the website.

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