

OUTINGS AND ACTIVITIES OFFICER

The job of the Outings, Activities and Tour Officer is demanding, exciting and rewarding. It requires planning and organisational skills, patience and imagination. It is usual to be organising an event and at the same time collecting monies for club outings and activities in advance. It would be recommended to appoint one or two assistants.

The Management Committee should consider and recommend for approval, every outing and activity once they are satisfied that the event will meet all club management guidelines and is financially viable. For insurance purposes all club activities must be recorded in club Minutes as 'a recognised activity of the club'.

This position can be split to have one officer responsible for day outings and activities and another officer responsible for overnight trips or extended travel. In both instances it would be advisable to have small committees to assist in the management of the event.

The Officer should:

1. Attend Committee meetings.
2. Investigate and list suitable outings. Maintain liaison with other clubs with a view to arranging occasional joint outings.
3. Ascertain feasibility - costs and booking arrangements
4. Submit list of proposed outings to Management Committee.
5. Ask members at general meetings for interests, suggestions and popularity of proposed outings.
6. Book well ahead. Notify Publicity Officer, Newsletter Editor of arrangements for publication at least two months in advance of the date of outing. (N.B. check newsletter deadlines.)
7. When announcing planned outings, be careful to give date, time and place of departure and return, costs, contact person's telephone number, clear directions (if members are to travel independently), and contingency plans.
8. Collect money at a chosen date before each outing and keep complete records; issue receipts
9. Give all money collected to Treasurer for banking and request club cheque in favour of coach and/or venue management (restaurants, hotels/motels)
10. Carefully record all expenses, such as postage and telephone calls, and submit to Treasurer, with receipts if possible, for reimbursement.
11. In costing each outing, ensure that all expenditure is covered but, as Probus is not a fundraising body, do not seek to make a profit. Surplus monies are banked into the general account of the club.
12. Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.
13. Advise members of availability of Probus Travel Insurance - Contact PSPL for Travel Insurance information to distribute to members for their consideration.

From time to time, Tour Officers may be invited to participate in 'Famil' programs. This enables the Tour Officer to experience a destination first hand in readiness for a club trip. For further information see contact details for PSPL Core Sponsors. Clubs should set a protocol for FOC (free of charge) benefits offered to tour leaders.