

Policy Guideline - Trips, Excursions and Events

Introduction

Throughout the year day trips and/or excursions may be offered to members as part of a class or activity in which they are enrolled. Bayside U3A also organises an annual calendar of events which are offered to the wider membership of the Bayside U3A. These may include but are not restricted to fund raising events, anniversary lunches, members morning teas, volunteer events and other one-off social occasions.

Purpose

The purpose of this policy is to document the guidelines that will be followed when organising day trips and events through Bayside U3A and is subject to change with consultation of the Bayside U3A Committee of Management.

Policy

This policy applies to any day trips and events which are offered formally through Bayside U3A.

Procedures

Day Trips and Excursions

1. Day trips and excursions may be offered to members enrolled in a scheduled class or activity as part of that tutor group.
2. The tutor/organiser of the day trip or excursion will provide details of the activity to the Course Co-ordinator who will forward them on to the Committee of Management at the next Committee of Management meeting or the Executive whichever suits the timeline if it is appropriate. The Committee of Management has the power to veto an activity if they think it is unwise for it to go ahead. This procedure does not apply to casual events such as meeting for coffee, end of year breakups for example.
3. The tutor/leader will be responsible for organising all aspects of the day trip or excursion.

Bayside U3A Calendar of Events

1. Throughout the year Bayside U3A organises a calendar of events which are offered to the wider membership of the Bayside U3A. All details of the events including expenses and payments from members are outlined by the Marketing, Membership and Events Sub-Committee (MME) and presented to the Committee of Management for approval.
2. Once approved by the Committee of Management, details of these events are advertised to the wider Bayside U3A community within appropriate timelines.
3. The Marketing, Membership and Events Sub-Committee will set up the events on an appropriate online event ticketing and booking platform such as Trybooking or Eventbrite for example.
4. Where possible, all members are required to RSVP and pay for the event using the relevant online event ticketing and booking platform. When members have difficulty with this process the office will also take bookings and payments either by phone or in person.

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5. Bayside U3A will collect all payments for these events and the monies will be deposited into the Bayside U3A bank account.
6. Payment for these can be completed through:
 - the online Event Ticketing and Booking platform
 - the office either by cash or credit card
 - the mail
 - EFT into the Bayside U3A bank account
7. The overall costs to be incurred in the running of the event will be agreed by the Committee of Management and accounted for on finalisation of the trip or event by the Marketing, Membership and Events Sub-Committee. The MME will organise the purchase of any items required prior to the event. The amounts spent will be reimbursed on presentation of the receipts to the Treasurer on completion of the event.
8. A cut-off date for booking and payment will be specified by the MME in the detailed outline of the event and members will need to RSVP by that date. Withdrawal from the event will be completed by the member either online or through the office and within the time specified.
9. If a member wishes to withdraw from the event after the cut-off date the member will lose their payment. Individual cases may be reviewed and payments refunded on the discretion of the Treasurer and in agreement with the Committee of Management.

Responsibilities

Day Trips and Excursions

It is the responsibility of the Bayside U3A Committee of Management to:

- ensure that detailed outlines of all trips and excursions are reviewed and approved
- establish, implement, publicise and review this policy.

It is the responsibility of the tutor/organiser of the day trip or excursion to:

- provide a detailed plan of the trip/excursion to the Course Co-ordinator
- organise the event including all elements as stated in the detailed plan
- ensure that all members enrolled in the relevant class running the trip or excursion have equal rights with regards to participating in the activity

It is the responsibility of the Course co-ordinator to:

- Liaise with the leader/organiser of the trip and event and provide advice where appropriate
- Forward the details of the proposed trip or excursion to the Committee of Management for approval if appropriate

It is the responsibility of the Bayside U3A member to:

- be responsible for their own safety and security of their possessions while on the trip or excursion

Bayside U3A Calendar of Events

It is the responsibility of the Bayside U3A Committee of Management to:

- ensure that detailed outlines of the calendar of events are reviewed and approved
- establish, implement, publicise and review this policy.

It is the responsibility of the Marketing, Membership and Events Sub-Committee to:

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- organise a calendar of events to be offered to the wider Bayside U3A membership
- develop detailed plans of each event to be presented to the Committee of Management for approval
- set up each event on an appropriate online event ticketing and book platform
- ensure all monies are collected and forwarded to the Treasurer for depositing into the Bayside U3A bank account
- organise the event including all elements as stated in the detailed plan
- provide all invoices/receipts to the Treasurer for payment or reimbursement
- ensure members have equal rights with regards to participation in the event

It is the responsibility of the Treasurer to:

- ensure all monies for the event are received and banked into the Bayside u3A bank account
- ensure the payment of invoices/reimbursements incurred by the Marketing, Membership and Events Sub-Committee as part of the event

It is the responsibility of the Bayside U3A member to:

- RSVP and pay for the event within the appropriate timelines
- be responsible for their own safety and security of their possessions while at the event

Related Policy Guidelines

Risk Management

Anti-discrimination

Health and Safety

Course & Class Management

Cancellation & Refunds

Financial Management