

MIU3A Social Event Procedures

4th Feb 2013

- A list of names of those on social outings must be given to someone not attending the outing.

29 Apr 2013

- Free Trips/tickets should be used to reduce the overall cost per person.
- When members cancel from events they will not receive a refund unless the tickets and transport costs can be resold

8th Jul 2013 - The following were agreed by the MIU3A Committee:

- A Maidstone Invicta U3A social event is an event, which is open to all members of Maidstone Invicta U3A, organised by or on behalf of the Social Secretary and sanctioned by the Steering Group (Committee) as appropriate and viable. All monies for such events (except holidays) should pass through the Maidstone Invicta U3A bank account.
- Such events should be limited to 3 or 4 a year, due to the organisation required for such events and the likely costs to members of such events. The events should be organised well in advance so they can be agreed by the Steering Group and they can be publicised in the newsletters, on the website 'Events' page and at the monthly meetings.
- The Social Secretary should concentrate on the organisation of these events over any other social activities. If smaller events are also to be run then they should be under the auspices of a 'Small Events' Group. This group can have its own website page, which will publicise 'smaller' group events, such as quiz evenings, ten pin bowling etc. As with all other groups, this group will be self-financing.
- That MIU3A acts in accordance with U3A Advice Sheet number 8 on Social Events and travel, which recommends the following best practices to ensure Maidstone Invicta U3A Trustees are always covered under U3A insurance policies and that neither participating members nor the organisers (Maidstone Invicta U3A) are putting themselves at risk.
 - All contracts must be signed by a Trustee on behalf of and in the name of Maidstone Invicta U3A.
 - All financial arrangements will be overseen by the Treasurer and a financial account will be kept for each social event.
 - The Organiser and the Treasurer agree a 'sales' price for each social event.
 - All monies from members for social events should be paid electronically or by cheque into 'Maidstone Invicta U3A' social bank account.
 - All holidays should be booked through a travel agent/company and all payments for this type of event should be made directly to the travel company. In this way a contract is clearly established between an individual and the company rather than with the U3A as an entity, which is a much safer way to do it.

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4 Jun 2014

- Henceforth the raffle and the bookstall will come under the aegis of the Social Secretary.
- **Theatre Visits** - It was agreed that the Theatre Trips sit better with Social Outings than as an Interest Group and that deposits for theatre tickets could be loaned from the social account. The Theatre Trip Organiser should liaise with the Treasurer and the Social Secretary in respect of the financial aspects and the wider social programme.

11 Aug 2014

- A prepaid debit card will be issued to the Theatre Team's organiser in order that deposits for theatre trips can be funded from the MIU3A Social Fund (also in Financial Procedures).