

Role of the Visits and Trips Coordinator

Type of trip/visit	Points to consider	Role of Trips and Visits Co-ordinator
Any occasional trips or visits organised for groups by the members of the group or the group leader, including study groups		The Trips and Visits coordinator has no direct involvement in such trips/visits other than to be informed.
Any trips or visits organised by groups with a specific remit e.g. Luncheon groups, Weekenders, Birding group, Museums and Galleries.		The Trips and Visits coordinator has no direct involvement in such trips/visits other than to be informed
Any day trips or visits organised by the Trips and Visits Coordinator which are available for the whole membership	These trips can be planned and initiated after some thought is given to timings and whether they fit into the RU3A calendar. They do not necessarily require committee approval at this stage, particularly if it is thought necessary to start collecting expressions of interest asap. However, the organiser should, for information purposes, inform key committee members, e.g. Chair and Business Secretary of the proposal.	The Trips and Visits Coordinator has direct responsibility to make all arrangements for transport, admission charges where applicable, costings, advertising and collecting expressions of interest and then finalising the arrangements whilst following published guidelines. The Coordinator will report to the committee with updates at monthly committee meetings.
Any day trips or visits organised by RU3A members after consultation with the Trips and Visits Coordinator which are available to the whole membership.	As above	The Trips and Visits Coordinator should ensure that all arrangements comply with published guidelines and offer support to the organiser.
Any residential trips/holidays which are advertised and made available to the whole membership.	These holidays, because they are complicated, must always be approved by the committee. Ideally a proposal , including dates, costings etc , should be presented at a committee meeting. If possible Trustees could be advised prior to the meeting.	These should be organised or at least overseen and guided by the Coordinator who takes responsibility for ensuring all guidelines are followed