

Ver Colne Valley U3A Events Policy [February 2019]

The purpose of the policy is to ensure that there is a mutual understanding by Committee members, event organisers and members of the VCV as to the provision and management of events. Events comprise theatre visits, day trips or longer, in house events and holidays. It is the intention that the policy will assist and encourage organisers who play a valuable role in VCV activities.

1. As a charity all U3As are bound to follow the trading policy of the Charities Commission. Trading in the case of the VCV relates to our use of external and commercial organisations when organising an event. Negotiations in this respect should ensure that there is no conflict of interest or personal benefit.
2. The Third Age Trust have set down guidelines for social events and travel which this policy adheres to.
3. The Committee will receive advance briefing on all proposed events, how bookings are progressing for active events and post event results.
4. The Committee will be made aware of proposed contractual arrangements with the suppliers of events.
5. Events are to be costed to avoid large surpluses or losses.
6. Expenses incurred by organisers for any events will be met from the VCV events account.
7. All event financial arrangements are to be made available to the Committee for perusal.
8. The offer of free tickets by event suppliers as a result of a group booking may be accepted and should be absorbed into the overall costing where practical.
9. In order to comply with VCV insurance cover organisers should ensure that non U3A members do not attend on more than three occasions. This does not apply to holidays which are not covered by VCV insurance.
10. The Committee will negotiate reimbursement if an event is cancelled after payment by the VCV. If a member is unable to use their place on an event refunds will only be arranged if the place can be taken up from the waiting list or, if there is no waiting list, a replacement has been found.
11. All organisers should make the fullest use of the advertising opportunities available via the Newsletter, website and Beacon as well as the monthly meetings. Where necessary interest lists should be utilised for events in order to gauge initial level of interest and waiting lists in case tickets become available.
12. Guidelines will be produced and provided for organisers and every assistance given if required.