

## **JOB DESCRIPTION**

### **OUTINGS' CHAIR**

#### **The Role**

Lead and oversee the working of the Outings' Committee.

#### **The Outings**

- Ensure that meetings are held at regular intervals with an informal agenda distributed to committee members one week beforehand.
- Circulate a summary of what has been decided with any appropriate action points highlighted.
- Ensure that the person in charge of the Outing is available to take booking at the Members' Meeting or that this responsibility is delegated to another committee member.
- Ensure that the Outings chosen are appropriate by considering the suitability for the time of year, travelling distance and availability of adequate comfort stops.
- Make sure that all Committee members have an opportunity to organise, book and lead an Outing.
- Make sure that the Information Pack is kept up to date.

#### **Publicity**

- Decide on which edition of Kanuta would be best for publicity and, in addition, when a flyer should be distributed.
- Send the details to the Website Manager for the website and check the website regularly to ensure that the details are up to date.
- Liaise with whoever on the Technical Team prepares the slides to be shown at the Members' Meeting and give details of the Outing that need to be advertised and who will be taking bookings at the meeting.

#### **Money**

- Ensure the Procedures' Folder is up to date with copies of the Account Transfer Form and Event Report for the Committee Members.
- Ensure that the Event organiser provides you with copies of the completed Account Transfer Forms when money is sent to Activities Treasurer.
- Ensure you receive an Event Report from the organiser at the end of each outing.
- Ensure that all expenditure is recorded with supporting documentation.
- Complete the Financial Return Form (due after 31<sup>st</sup> March each year). This is a record of all payments in and out of the Outings Account held by the Activities Treasurer.
- Liaise with the Activities Treasurer to reconcile the financial information you each hold.