

# **St Albans U3A**

## **Terms of Reference for Trips and Events Co-Ordinator (Trustee)**

### **Role Description:**

To oversee the Trips sub-committee and co-ordinate events organised by members of the St Albans U3A as a member of the Executive Committee

### **Key Responsibilities and Accountabilities:**

1. to be a Trustee and member of the Executive Committee and carry out the duties of these roles;
2. to chair meetings of the Trips sub-Committee which will arrange trips as agreed by the Executive Committee;
3. to organise the financing of trips and events in liaison with the U3A Treasurer;
4. to propose, agree and apply the annual and individual financial constraints for trips and events with the Executive Committee;
5. to provide the Executive Committee with appropriate reports and summaries of bookings and financial commitments;
6. to be the lead in overseeing those U3A members that are willing to run trips or organise events, liaising with the organisers who will inform and present plans for trips with costings and breakdown of any financial payment that may be needed in advance of booking;
7. to liaise with the Treasurer at every point of the organisation of any trips.