



ROLE DESCRIPTION

TOURS/ACTIVITIES OFFICER

The role of the Tours Officer is exciting and rewarding. It requires planning and organisational skills, patience and imagination.

FOR TOURS

A tour may be a day tour (involving car-pooling, hired bus, public transport, etc), an overnight tour or an extended tour of multiple nights. The Tours/Activities Officer is delegated by the Committee to approve all day or overnight tours of 1-2 nights; however extended tours and overseas tours should be approved by the Management Committee.

In relation to tours, the Tours/Activities Officer should:

- 1 Investigate and propose suitable outings. In costing each outing, ensure that all expenditure is covered and that terms and conditions are clear and in writing (especially relating to cancellation fees, refunds, credits etc). Any discounts or "free of charge" offers should be applied so all members benefit.
- 2 Use Probus partners as third party suppliers where possible.
- 3 Provide clear information on tours to the Publicity Officer for posting on the website. Speak at general meetings regarding the outings and if necessary, include the outings in the newsletter (email the Newsletter Officer by the 15th of the month).
- 4 Be the contact point for member queries and RSVPs. Be the contact point for the tour company.
- 5 Liaise with members who put forward tours and outings. Ask them to investigate and provide you with as many details as possible.
- 6 Direct members to deposit any payments being collected by the Club to the Club's bank account (SURNAME, INITIAL, CODE). If payment is being made directly to a third party supplier, ensure payment dates are clearly communicated to proposed attendees. Always use the Club debit card for bookings, not your personal credit card. Details are available from the Treasurer.
- 7 Carefully record any expenses incurred by you (such as printing and postage) and submit these to the Treasurer with receipts for reimbursement.



- 8 If appropriate and an opportunity arises, maintain liaison with other Clubs with a view to arranging occasional joint outings, though this is not a priority.
- 9 Advise members of the availability of Probus Travel Insurance by referring them to the website. PSPL can provide Insurance information to distribute to members for their consideration.

FOR ACTIVITIES

Activities are considered to be outings such as meals out, walks, cinema, theatre, live entertainment, etc. In some cases, the Tours/Activities Officer will work with a dedicated Sub-Committee regarding the organisation of such outings.

In relation to Activities, the Tours/Activities Officer should:

- 1 Investigate and propose suitable outings and activities. Unless the activity is unusual (eg more costly than the norm, heightened risk of injury) the Tours/Activities Officer has delegated approval power by the Committee.
- 2 In costing each outing or activity, ensure that all expenditure is covered and any cancellation fees are taken into account.
- 3 If appropriate, maintain liaison with other Clubs with a view to arranging occasional joint outings.
- 4 Ask members for suggestions of proposed outings, tours and other activities and encourage them to investigate them prior to handing to you.
- 5 Ensure all members are provided with clear instructions in relation to the activity or outing including contingency plans.
- 6 Direct members to deposit any payments being collected by the Club to the Club's bank account (SURNAME, INITIAL, CODE).
- 7 Carefully record all expenses and submit these to the Treasurer with receipts for reimbursement.
- 8 Sometimes it is impossible to avoid a credit card guarantee for a restaurant booking. The Treasurer (or Secretary or President in Treasurer's absence) can provide you with the club debit card details. Do not use your personal credit card.