



## **Probud Club of Holland Park Inc.**

### **OUTINGS AND TOURS OFFICER ROLE STATEMENT**

#### **JOB DESCRIPTION AND PRIMARY DUTIES**

The role of the Outings and Tours Officer is a rewarding job requiring planning and organisational skills. For insurance purposes, approved activities need to be recorded in the Club Minutes

- 1. Use whatever resources you have to find suitable outings**  
This can be by searching on line, getting advice from other clubs, friends, pamphlets, using the PAQ list, newspaper articles
- 2. Decide on a date and time.**  
You can use the same day each month (e.g., third Tuesday) however, choose to alternate the days to accommodate anyone who cannot come on a certain day due to other commitments. Attempt to plan outings 6 to 12 months ahead of time. Always have plans for the next 3 months.
- 3. Contact your providers**  
This will be the bus company, restaurant, or venue such as a museum. Secure the date for your planning. At this stage this is a temporary booking until you have advertised it in the Club Newsletter. Get an estimation of cost from the bus company.
- 4. Work out your budget**  
This is the most difficult part. You should have an idea of current numbers on outings. Use a lower number and divide this into the bus charge. Add on the cost of restaurant etc. and any other expenses
- 5. Advertise the outing to the Club and gauge interest**  
club members to sign an "indication of interest" form. This will not be your final number but it does help. Remind members at meetings and in the newsletter of upcoming outings
- 6. Confirm your booking**  
Contact the bus company, venue, restaurant etc. It is always best to have email confirmation. Continue to update them occasionally as numbers change. Always confirm everything a week before and again the day before
- 7. On the day**  
You and your assistants are responsible for keeping a record of participants on the outing. Have contact details for next of kin of visitors. Leave a copy in a safe place. Ensure that numbers are correct and that you do not leave anyone behind! Liaise with the venues about arrival times if required. Ensure the first aid bag is on board before you depart. Be calm!
- 8. Reports**  
Provide reports of venues and outings at meetings and in the Newsletter. Stay in touch with the treasurer.