Role Description – Outings Committee – Issue date February 2026

The role of the Outings Committee is demanding, exciting and rewarding. It requires planning and organisational skills, patience and imagination. It is recommended that a spokesperson is appointed to liaise with the Club Committee regarding outings to be run by a small group of members. The Outings Committee may not collect money directly from members, all payments must be made via the Treasurer.

For Outings where there are pre payments or set payments required, the Outings Committee must present the required number of quotes to the Management Committee for each Outing. This number of quotes and the amount of detail required is to be determined by the Management Committee and may vary, depending on the cost or complexity of the relevant Outing. Once the Committee members are satisfied that the outing will meet all club management guidelines and is financially viable, they will approve the outing. For insurance purposes all club outings must be recorded in club Minutes to ensure that they are 'a recognised activity of the club'.

The Outings Committee should:

- Have a spokesperson to liaise with the Club Committee if required.
- Investigate and list suitable outings.
- Ascertain feasibility, costs and booking arrangements
- Undertake a risk assessment and risk mitigation process of each outing as per the Club Standing Resolution requirements, and ensure members are aware of any potential risk issues or hazards.
- Plan and Book outings well ahead to give members plenty of notice.
- Ensure information is made available to all members via the Newsletter, Website, Email and / or at General Meetings. These must include full details of the outing, including but not limited to time and place of departure and return, costs, contact person, any cancellation policy, minimum numbers, clear directions (if members are to travel independently), risk assessment and contingency plans. The Committee will determine what is required for each Outing as part of the approval process.
- Maintain liaison with other clubs with a view to arranging occasional joint outings.
- Where relevant, ask members at general meetings for interests, suggestions and request input into popularity of proposed outings.
- Liaise with the Interest Group Coordinator to have the outing listed on the calendar each month or as a future date.
- Notify the Newsletter Editor and Website Coordinator of arrangements so they can be included for publication as soon as possible.
- Refer to the Treasurer for banking requirements including EFT Outings Payment Code to provide to members, and request EFT payment if applicable in favour of venue management (entry fees / restaurants, hotels/motels/etc).
- Liaise with Treasurer to ensure that the Outing participant count is agreed and that all participants are fully paid up by the due date.

- Record all expenses incurred and submit to the Treasure with receipts if possible, for reimbursement.
- In costing each outing, ensure that all expenditure is covered but, as Probus is not a fundraising body; do not seek to make a profit. Surplus monies are banked into the general account of the club. Any overpayment by members should be refunded to the relevant member(s)
- Keep a list of outings completed to try to avoid repetition and also as a help to other clubs who may seek your suggestions.
- Keep a list of outing suggestions, including any that members may have provided.
- Assist Club Committee with any other required information for outings as applicable.