

**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 Committee which will arrange trips and events for U3A members;
3. to organise the financing of trips and events in liaison with the U3A Treasurer or Designated Deputy appointed to the Trips Committee, with the expectation that each trip will be self-financing;
4. to provide the Executive Committee with appropriate reports of the decisions of the Trips Committee, and financial results of completed trips and events.
5. to be the lead in overseeing those U3A members who are willing to organise trips or events, liaising with the organisers who will inform and present plans with costings and obtain authorisation from the Executive Committee for any advance payments needed.