

# NEW HORIZONS ROLES AND RESPONSIBILITIES

New Horizons is a sub committee of Keyworth and District U3A.

The NH team arrange trips and outings for all K&D members. We request input from the membership and make every effort to meet members requirements. However most of the ideas come from within the team.

- We meet every month to put forward ideas for events and gain agreement from all members of the team.
- A schedule is prepared listing all events with location, dates, mode of transport etc.
- At the monthly meetings previous events are reviewed and finances discussed in order to assist future planning.
- Each team member takes responsibility for a particular event. This includes investigating all the costs and logistics. Any “free places” or group discounts are calculated into the final costs to benefit all members.
- We may occasionally make a surplus on events and this is used to cover the costs of stationery, consumables and offset losses. We always plan to break even.
- Within the team certain members take responsibility for producing vouchers, posters, the rolling screen slides for the Open Meetings and passing the appropriate information for updating the web page.
- We aim to manage an event every month except August as demand is too low to make an event viable. However it is also the case that we have and will manage more than one event in a month on occasion.
- We sell vouchers at Open Meetings on a “first come first served” basis two months prior to the event. Refunds are only made when vouchers can be resold or if a venue accepts a reduction in numbers.
- We aim to offer a varied programme and we support each other to make sure each event is a success.
- I must note that Roy Turnbull continues to support our financial processes and we are indebted to him.

We are answerable to the K&D U3A Committee and we are all aware of our responsibility in this regard.

Sue O'Donoghue  
June 2015