

U3A Redcliffe Inc.

Management of Social Events Policy

Policy Number: 16

Version: 3

1. Introduction

While educational courses remain the core activity of U3A Redcliffe Inc., social events play an important role in supporting member wellbeing, social connection, and community participation.

Social activities such as excursions, lunches, and outings provide members with valuable opportunities to:

- build friendships
- maintain social networks
- reduce isolation
- enhance wellbeing during the “Third Age”

U3A Redcliffe Inc. is committed to ensuring that social events are organised in a fair, safe, accessible, and financially responsible manner.

2. Purpose

The purpose of this policy is to establish clear principles and procedures for the planning, approval, budgeting, ticketing, and conduct of social events organised by U3A Redcliffe Inc.

This policy aims to:

- support equitable member participation
- provide transparent administrative processes
- ensure appropriate financial oversight
- minimise administrative burden on volunteers
- support the safe and effective management of events

3. Scope

This policy applies to:

- organised social events
- excursions
- ticketed outings

- activities conducted under the authority of U3A Redcliffe Inc.

This policy does not apply to:

- informal monthly lunches or dinners arranged by members where no ticketing process applies
- one-off special events managed under separate planning arrangements (for example, Seniors Concerts, Trivia Events, or Community Consultation events)

4. Roles and Responsibilities

Management Committee

The Management Committee is responsible for:

- approving the annual Social Events Program
- approving individual event budgets
- overseeing compliance with this policy

Social Events Coordinator

The Social Events Coordinator is responsible for:

- planning and coordinating social events
- working with the Social Events Sub-Committee
- presenting event proposals and budgets
- overseeing event administration and communication
- ensuring appropriate supervision of events

Social Events Sub-Committee

The Sub-Committee may assist with:

- event planning
- member communication
- ticketing support
- gathering member feedback
- operational assistance during events

5. Planning of Social Events

5.1 Annual Program

By November each year, the Social Events Coordinator will submit a proposed Social Events Program for the following calendar year to the Management Committee for approval.

The proposed program should include:

- intended events
- estimated event costs
- broad budgeting information

5.2 Event Frequency & Diversity

The annual program will generally:

- not exceed one major social event per month
- exclude December
- aim to provide a diverse range of activities and price points suitable for varying member interests and financial circumstances

5.3 Publication of Program

Once approved, the annual Social Events Program will be published:

- on the U3A Redcliffe website
- in the Campus Communique

Publication of the annual program does not constitute final approval for individual events.

5.4 Final Event Approval

Each individual event must:

- have a separate approved budget
- receive Management Committee approval before ticket sales commence.

5.5 Member Feedback

Member feedback should be encouraged following events and considered when planning future programs.

6. Budgeting for Social Events

6.1 Event Budgets

An event budget must be submitted to the Management Committee no later than the meeting held two months prior to ticket sales commencing.

Social events should be planned on a cost-recovery basis and are not intended to operate at a financial loss.

6.2 Budget Inclusions

Event budgets should include:

- transport costs
- catering costs
- venue or entry fees
- administrative levies
- other anticipated expenses

Costs should be identified on both:

- a per-person basis
- a total event basis

6.3 Bus Hire Assumptions

Where transport is required, budgeting should generally be based on the smallest practical bus size suitable for the anticipated attendance.

Once approved, ticket pricing will not normally be altered.

7. Ticketing & Attendance

7.1 Ticket Purchases

Tickets for social events must be purchased through the approved U3A Redcliffe ticketing or member portal system.

Attendance is confirmed only upon receipt of payment.

7.2 Allocation of Tickets

Tickets will be allocated on a:

first-paid, first-served basis.

Where demand exceeds availability:

- a waiting list will be maintained
- members on the waiting list will only be required to pay if a place becomes available

7.3 Refunds & Cancellations

Refund requests and cancellations will be managed in accordance with the:

U3A Redcliffe Refund Policy

7.4 Non-Member Attendance

Members may purchase tickets for guests or family members, provided:

- the member attends the event
- appropriate insurance or event requirements are met

Where vacancies remain, members of other U3As may attend where appropriate insurance arrangements apply.

8. Conduct of Social Events

All social events should be conducted in a safe, respectful, and inclusive manner.

All relevant U3A Redcliffe policies apply during events, including:

- Code of Conduct
- Work Health & Safety requirements
- Privacy obligations

8.1 Event Supervision

Each event must have a designated supervising representative of U3A Redcliffe Inc.

The supervising person is responsible for:

- member wellbeing during the event
- responding to operational issues
- ensuring compliance with relevant policies

The supervising person will usually be:

- the Social Events Coordinator
or
- a delegated Sub-Committee member

8.2 Risk Management

A Risk Management Checklist must be completed for all organised social events covered by this policy.

This requirement does not apply to informal non-ticketed lunches or dinners.

9. Review & Feedback

Feedback from members should be sought following events where appropriate.

Feedback may include:

- event satisfaction
- venue suitability
- accessibility
- suggestions for improvement

Information may be provided to the Management Committee to assist future planning.

10. Related Policies

This policy should be read in conjunction with:

- Refund Policy
- Code of Conduct
- Work Health & Safety Policy
- Privacy Policy
- Volunteer Guidelines