

## BOOKING OFFICER'S ROLE

For more information on activities please visit our website - [www.wirralramblers.org.uk](http://www.wirralramblers.org.uk)

### DUTIES

1. To take Sunday coach seat bookings
  - a. via the online booking system
  - b. by email to [wirralcoaches@gmail.com](mailto:wirralcoaches@gmail.com)
  - c. via text or telephone
  - d. on the coach

The first is the preferred method.

2. To accept notification of cancellations and arrange replacements from the reserve list.
3. To extract the booking/boarding list from the online booking system each week prior to Sunday.
4. To monitor the bank transfer payments and cheques or cash received and update the online payment status for each payee to 'paid' prior to the Sunday coach.
5. On Thursday morning, determine if the coach needs to be cancelled (greater than £150 loss taking coach rental and driver's tip into account). Discuss with Treasurer and/or Chair and ask them to contact the coach company if cancellation required.
6. Update the 'information folder' as required/requested, including latest committee meeting minutes.
7. On the Sunday coach:
  - a. use the booking list to collect cash or cheques for unpaid seats
  - b. circulate the Route Description and Start Orders
  - c. circulate the information folder
  - d. circulate the 'leaders wanted' sheet if available from the Routes Officer
  - e. pay out recce expenses
  - f. when not available oneself, to arrange cover for the above activities.
8. The following week:
  - a. Complete the financial return which includes cash, cheques, bank transfer amounts, number of payees, profit/loss.
  - b. Attach expense claims forms to the weekly financial return. Return to the Treasurer.
  - c. Pay cash into bank and send cheques to bank, completing paying in form.
9. Keep statistics:
  - a. Leaders - numbers of leads /year
  - b. Total numbers of ramblers on each grade of walk
  - c. Profit/loss for each coach trip.
10. To report to committee and make statistical reports for the AGM.
11. To arrange (when necessary) for a stand-in for the Sunday coach and cover for holidays.
12. To ensure the group is following GDPR guidance and is compliant with it.

JN/November 2017