



HORIZONS SOCIAL CLUB

GUIDELINES

Everything you need to know about Horizons that isn't always obvious

Plus a bit more besides

1) INTRODUCTION

Horizons was formed in March 1987 and currently has just over 100 members. It is a non-commercial club, mainly for people in the age range late 40s to 60s. The group consists of single people and couples.

We have a constitution, but in these guidelines we aim to set out a bit more about Horizons, and how the club is run. These Guidelines can be changed at anytime by the committee.

2) THE COMMITTEE

Most of the committee tasks aren't set in stone. Only the Treasurer and Secretary are elected directly at the AGM - the other committee posts can be flexible. We don't have a club Chairman, but one committee member regularly takes the Chair at all our meetings. With the exception of the Treasurer, each committee arranges the individual tasks between them as required. A list of committee members is shown towards the back of each programme. If any post isn't filled, we split the relevant tasks between the committee.

SECRETARY: General admin. Often does agendas and minutes, although this can be done by another committee member if appropriate. Usually deals with booking the AGM, and any other special meetings, and all the relevant admin. Sends out round robin emails (so do make sure she has your correct email details - see also section 13).

TREASURER: All aspects of the Club's finances, reports the current position to each committee meeting.

MEMBERSHIP SECRETARY: Membership enquiries, maintains membership information, prepares membership lists, liaises with Programme Secretary with information for programme planners, reports to committee on current membership and new applicants.

PUBLICITY OFFICER: All advertising. If there is nobody in this post, the tasks are shared between other committee members.

PROGRAMME SECRETARY: Liaises with programme planners and produces the programme.

DISTRIBUTION SECRETARY: Sends out the programme and enclosures, and often gets all photocopying done.

COMMITTEE MEMBERS: Various tasks as arranged by the committee including maintaining the website.

3) COMMITTEE MEETINGS

The committee meets every two months, usually around the middle of each programme. At this meeting the next programme, which has been received from the planners, is checked over and agreed. All applications for membership are considered. Also, each committee member has a chance to talk over any areas of concern, including those suggested by members.

4) THE PROGRAMME AND OUR EVENTS

The printed programme sets out our main social calendar. It is currently produced every two months, and is distributed by post to members and prospective members. In addition, a PDF copy is placed on the members' area of the club website. See the programme for details of who to contact regarding website passwords.

In addition, we have several Horizons Plus groups, details of which are in the programme.

Prospective members are welcome to go along to Horizons Plus events, but we do ask that they attend several events on the main programme before applying to join.

We would ask please that you don't pass your programme on to anyone outside the club. If you have any friends who you feel would be interested in Horizons, please ask them to contact the Membership Secretary themselves. We keep records of our prospective members, and if someone books into an event who isn't known to us, they may be refused entry to the event.

Non attendance at events: If you've booked into one of our events, and subsequently find that you can't attend, please make sure you inform the event organiser. Sometimes events are fully booked, and there is a waiting list - so your place could be filled. This applies both to events on the main programme, and to Horizons Plus events.

5) PLANNING EVENTS

The people to contact if you want to arrange an event are the programme planners: these are listed in the programme. We can only accept events from members.

Once you've been in Horizons for a few months, we would like to encourage you to put on your first event, although you're welcome to get involved earlier. The planners may well approach you anyway to see if you're prepared to do an event for them. We realise that it can be daunting arranging your first event, if you've not done this sort of thing before. If you're not confident, tell the planners - and perhaps then ask someone who has done events before to help you, or perhaps arrange it jointly. We welcome any ideas, however unusual they are. You can always bounce ideas around when you're at events to see what people think. If in doubt, please phone a committee member for help and advice.

You need to think ahead if you wish to host an event for us - all dates and deadlines for arranging events, and who to contact, are set out in the programme booklet. If you would like to arrange an event on a specific date, then it's best to contact the planners as early as possible. We generally work on the "first come, first served" basis - first to ask for a specific date bags it! Having said that, please understand that programme planning can involve quite a lot of rescheduling, so we ask people to be flexible where possible.

If you wish to arrange an event for the next programme, where early booking is required, i.e. before the programme is sent to members, then please contact the programme planners or Programme Secretary first to check out that the date is free. If they OK it, the Secretary will be asked to send out a round robin for you.

6) HOSTING YOUR EVENT

People coming along to events should either be paid up members, or prospective members. We strongly urge you to ask prospective members for their full contact details before you take their booking for events, especially those in your own home. If you are unsure you can check this with the Membership List, or by phoning the Membership Secretary.

7) PLANNING PROGRAMMES

Each programme is planned and co-ordinated by a group of between two and four members. New members are welcome to plan a programme, but aren't generally expected to get involved until they have been a member for several months. There will always be at least one person in each programme planning group who has planned programmes in the past and knows the ropes.

If any member would like to plan a programme, they should contact the Programme Secretary. It's a good way to get to know people - and new ideas are always very welcome.

The Programme Secretary sends each group of planners a set of notes to help with arranging their programme - this goes out about 3 months before the start of their programme. These notes are updated regularly as a result of feedback from members. We always ask that planners wait until the programme before theirs comes out before approaching people for events.

Conflicting Events: We usually only arrange one event per day. If the planners have more than one event on any one day, we ask them to make sure all organisers concerned are OK about this. If someone wishes their event not to clash with another, then we try to respect their wishes.

The completed programme is given to the Programme Secretary about a month before the start date, for checking, copying and distributing. The committee reserves the right to make or suggest any changes to the programme as produced by the planners, and the Programme Secretary may make small changes for layout purposes.

8) CHANGES TO THE PROGRAMME

If you need to cancel an event on the printed programme, firstly we would ask you to try and find someone else to host the event for you, as we prefer not to cancel events. If your events need to be completely cancelled, please inform the Programme Secretary as early as possible.

If you have any changes to, or additional information about an event you've put on the programme, please contact the Programme Secretary.

Members are notified of any changes to the main programme **by email**, which is distributed by the Membership Secretary. The Daytime Co-ordinator will advise people on her distribution list about events and changes.

9) EXTRA EVENTS ON THE CURRENT PROGRAMME

Generally extra events aren't expected to be added in once the programme has gone out. But as we plan quite a way ahead, it is sometimes appropriate to make changes or add in extra events. However, we'd like to encourage you to think ahead and put your events on the main programme - if this is difficult you could always put brief details on the programme, and follow it up with an email nearer the time.

If you have an idea for an extra event, it's usually fine for it to be advertised via round robin email, as long as there is no conflict with an existing event. The general spirit of Horizons is that events on the printed programme take priority over those arranged once the programme has been distributed, and we will always OK any late events first with the organiser of the existing event, as a matter of courtesy.

Please contact the Programme Secretary if you wish to plan an extra event.

10) USE OF EMAILS

See Section 13 regarding who to update with changes of email address etc. If you wish to be “ex directory”, tell the Membership Secretary - you can receive our round robin emails, but not show it on the membership list. We would however encourage people to have their email details shown, as it is a convenient way to contact other members.

We are aware that some members do not have email facilities. If this is the case, we strongly suggest that you make use of the free computer facilities that are available at libraries. A basic email account is free - and there are probably several members willing to give help and advice. Also, it really helps to go regularly to events and keep an ear to the ground - most members who use emails are encouraged to spread the word about programme changes.

11) GUESTS

Members may bring along a guest to outside events (i.e. events not in members' homes). With events in people's homes and restaurant visits, it is at the discretion of the event host. For large events and special celebrations, it is generally accepted that people do not invite guests. If a guest is brought along to events regularly, it is expected that they will become a prospective member, and apply to join the Club. The event host should check with the Membership Secretary that anyone attending their event is known either as a member, or a prospective member.

12) DATA PROTECTION ACT

Information taken from Membership Application and Renewal forms, including members' personal information (name, address, telephone number and email address) will be kept on the Club's membership database. This information is circulated only amongst members and is not available to outside parties. The information is held on a computer with appropriate security to prevent unauthorised access. The information is used for the purposes of distributing and planning our programmes.

13) MEMBERSHIP LIST AND RECORDS

A full membership list is sent regularly to all members (including name, address, phone number, email address). This is considered essential for general social purposes, including planning which at-home events members wish to attend, and to facilitate lift sharing. Also, by using the membership list, programme planners can arrange a varied programme with events in all parts of our wide catchment area.

The Membership List is also used by event organisers to check if people coming to their events are paid up members.

Please keep the Membership Secretary informed of any changes of address, phone number or email address. In addition, if you change your email address, we would also ask you please to inform the Secretary, as she sends out the round robin emails.

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