



Responsibilities within Booking System (Reviewed April 2024)

The following provides details of the actions required by individuals prior to a visit to Ecton taking place:

Bookings Secretary (Susan Wilkinson-SW)

- Receive Booking Form from institution/organisation.
- Check Trust web site (www.ectonmine.org) calendar that date is available. Confirm booking with institution/organisation. Post booking on EHFSA and on Trust calendars.
- Arrange and nominate Tutors; add lead Tutor name and highlight initials of other tutors on Booking Form.
- Save and name Booking Form to include identifiable institution name.
- Send copy of the Booking Form to all Tutors involved in the visit, and to Treasurer (currently Martin McCann MM) and Chairman (currently Tim Colman TC).
- Approximately 4 weeks before the visit, send the appropriate standard letter (there are separate ones for schools, universities and general visits, with a variation in Tutor numbers) to institution/organisation, with Tutor names and contact details and instructions to access the "Essential Information" document and Participant List. (Copy to all Tutors involved in visit)
- Send invoice copies to treasurer
- Maintain list of bookings, summarising details including date, institution, number, type of visit, Tutors involved, fee expected and send to all Committee members and Tutors at suitable intervals.

TUTOR 1 (Lead Tutor)

Responsible for all communication with institution/organisation, after appointment, and for liaison with other Tutor(s).

- **Make first contact with institution soon after receipt of letter and check the points in Tutor Checklist for Pre-visit Contact. Confirm activities for students.**
- Encourage group leader/organiser to return completed evaluation form or other feedback and forward any feedback received to Chairman, bookings secretary and to tutors involved.
- Buy milk for day of visit, to offer with tea, coffee (supplies at the Centre).

OTHER TUTOR(S)

- Stay in touch with Tutor 1.
- Deputise for Tutor 1 if required.

TREASURER

- Receive payment from institution
- Receive travelling expense forms from tutors and reimburse.
- Remind institutions if the payment becomes overdue. (May need to send their finance department a copy of the Booking Form with Invoice).

CHAIRMAN

- Deal with forms, re permissions, agreements etc. from visiting groups.