

"TO DO LIST" - CHAIR - TRIPS & TOURS

MONTH

ACTION NECESSARY

MAY

- Second Monday of the month, attend last official General Meeting of the season.
- Annually, provide newly appointed Trips & Tours Chair with training and all pertinent information for assuming role as of June 1st. Ensure newly appointed Trips & Tours Chair receives copy of Position Description and To Do List for the next season. Ensure newly appointed Trips & Tours Chair receives support/guidance in his/her role for the next season.

JUNE-SEPTEMBER

- Attend Summer Meetings if possible.
- Research and identify possible trips or tours for the next season.
- Establish contact with various trip/tour locations and determine dates and times. Identify fee or suggested donation, if any.
- Notify President to determine if there is a conflict with any other planned club activities for the next season. Obtain approval from President of Trips & Tours plans.
- Prepare Trips & Tours descriptions for the next season and provide to 1st VP for inclusion in Yearbook.
- Prepare Sign Up Sheets for all trips or tours and make available at all General Meetings throughout the season.

OCTOBER

- As requested by the President during the season, attend Board of Directors Meeting(s) the first Monday of the month.
- Second Monday of the month, attend first General Meeting.
- Ensure Trips & Tours Sign Up Sheets are made available to members at General Meeting.
- During the season, prepare trip/tour reminder/details and provide to 3rd VP for communicating to members via Blossoms Bulletin.
- During the season one week before trip, confirm trip with trip/tour contact. One or two days before the trip, contact people who signed up to remind them of the trip logistics.
- During the season on day of the trip, meet at location for carpooling, suggest lunch locations after the trip, collect suggested donation at location and present to trip or tour contact person.
- During the season, write Thank You note on club stationery to trip or tour contact person.

NOVEMBER

- Second Monday of the month, attend General Meeting.
- Ensure Trips & Tours Sign Up Sheets are made available to members at General Meeting.

DECEMBER

- Second Monday of the month, attend General Meeting.
- Ensure Trips & Tours Sign Up Sheets are made available to members at General Meeting.

JANUARY

- Second Monday of the month, attend General Meeting.
- Ensure Trips & Tours Sign Up Sheets are made available to members at General Meeting.

FEBRUARY

- Second Monday of the month, attend General Meeting.
- Ensure Trips & Tours Sign Up Sheets are made available to members at General Meeting.
- Review Trips & Tours expenses for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to the Treasurer by mid month.

MARCH

- Second Monday of the month, attend General Meeting.
- Ensure Trips & Tours Sign Up Sheets are made available to members at General Meeting.

APRIL

- Second Monday of the month, attend Annual Meeting.
- Review copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure a process is in place for monitoring expenses for the Trips & Tours during the next fiscal year.