

# ROLES & RESPONSIBILITIES

## DAY TOURS CONVENOR

- Convene a monthly Program of Day Tours structured to provide a range of costs and locations to attract the broadest spectrum of Club membership considering any member's limitations.
- Tour opportunities can be sourced from membership recommendations, Probus South Pacific magazine, media promotion and Commercial Tour companies.
- Recommendations for proposed tours three months in advance require approval by the Committee at the monthly Committee Meeting.
- Prior to the booking of tours, the opportunity to promote, seeking expressions of interest for such an event, is provided within the agenda of the monthly General Meeting. Should there be insufficient interest shown by Club members such an event can be promoted through other clubs within the Cluster.
- Once sufficient numerical interest has been shown the tour is booked and payment by members proceeds.
- An Online Activity Registration (OAR) is established for each tour showing dates, cost per person and any single supplement as required. Those members' names joining a tour are compiled by the OAR Officer and submitted to the Day Tours Convenor.
- All payments from members' bookings are to be forwarded to the Treasurer by electronic funds transfer to the Club account, by cash or by cheque and reconciled with the booking made. The Treasurer will issue receipts for monies paid.
- Probus protocol is that all members booked on any tour are required to sign a form acknowledging their participation in the tour.
- Ensure that a risk assessment is undertaken for each tour.
- Attend the monthly Committee Meeting. If the Day Tours Convenor is unavailable a report is to be prepared and submitted to the

President. The President then reports to the Club on the Day Tour Convenor's behalf.