

ROLES & RESPONSIBILITIES

INTERNATIONAL TOUR CONVENOR

- Investigate opportunities for international tours for the members of the Club. This will include researching Commercial Tour Companies and/or member's suggestions.
- Aim for two tours per year - one low cost, one high cost. Consider the convenience of destinations with regards to any potential limitations of members.
- Take into consideration the political and financial stability and economic conditions prevailing of the proposed destination and the quality of accommodation (i.e. 3.5 to 4 star).
- Prepare a Risk Assessment for each tour.
- Aim to conduct a survey during February of each year to identify members' needs for the following calendar year.
- Obtain a minimum of two quotes from Australian tour companies.
- Prepare proposals including itinerary and costs for the Management Committee. Once approved, details of tours and closing date are published in the newsletter and presented at the first available General Meeting calling for expressions of interest.
- A payment timetable is to be outlined. A paid deposit is required to confirm a member's participation. Generally International Tours are arranged through a Travel Agent and all payments directed to their account, where applicable.
- The Tour provider is to be kept informed of the booked numbers. When the limit is reached a waiting list is to be established. Members from this list will be on a 'first on list' basis.
- It is mandatory that participants have appropriate travel insurance for the tour. Proof of travel insurance is essential.
- Advise members of the availability of Probus Travel Insurance.

- After a reasonable period, and if numbers are required to make the tour viable, an opportunity may be given to other clubs in the cluster to join the tour. A list of International Tour Convenors for all clubs in our cluster needs to be on hand for this purpose.
- Any out-of-pocket expenses incurred by the Convenor should be documented and receipts presented to the Treasurer for reimbursement. These expenses are to be taken into account when costing the tour ie out-of-pocket expenses are to be recouped from tour participants as part of the total cost of the tour.
- The coordination of the itinerary of any tour is the responsibility of the Travel Agent/Tour Company. The Convenor will arrange a special meeting for members booked on the tour to ensure they are fully aware of the features of their tour.
- Ensure that any discounts or 'free of charge' offers are applied to benefit all members on the tour.
- Attend the monthly Committee Meeting.