

ROLES & RESPONSIBILITIES

DAY TOURS CONVENER

- Convene a monthly Program of Day Tours structured to provide a range of costs and locations to attract the broadest spectrum of Club membership taking into account members' age and financial capability
- 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 are to be approved 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 local club members, such an event can be promoted through other Probus clubs within the Cluster
- Once sufficient numerical interest has been shown the tour is booked and payment by members proceeds. All payments are acknowledged by written receipt. Members are encouraged to pay by cheque to provide added security over club finances. Probus protocol is that all members booked on any tour are required to sign a form acknowledging their participation in the tour
- All monitory proceeds are forwarded to the Treasurer, reconciled using the forms provided which specifies number and names of Members joining a particular tour
- A risk assessment of membership and tour venues to be completed each year. There are club members who are experienced in this area and can provide assistance where required

- A “Buddy” system is put in place from the membership to assist with administration of cash receipts on the General Meeting day and the provision of support when the Convener is not available. Such a move could provide a smooth succession of leadership for this activity
- Attend the monthly Committee meeting.