

ROLES & RESPONSIBILITIES

INTERNATIONAL TOUR CONVENER

- Investigate opportunities for International tours for the Members of the Club. This will include researching Commercial Tour Companies and/or Member's suggestions
- Regarded as standard is two tours per year be provided - one low cost, one high cost. Assess risk in terms of convenience of destinations, the potential age/physical restrictions of Members
- Important issues to consider when selecting destinations are political and financial stability, economic conditions prevailing, and quality of accommodation i.e. 3.5 to 4 star
- To assist this process the Committee has proposed a survey be conducted during February of each year, to identify member needs for the following calendar year
- With this information, a proposal, including itinerary and costs be presented to the Management Committee. Once approved, details of tours will be published in the Newsletter and presented at the first available General Meeting calling for Expressions of Interest, along with a closing date
- To confirm the commitment by members to a particular tour, a process of initial deposits be outlined. As a general rule International Tours are arranged through a Travel Agent with all monies directed to their account
- The tour provider to be kept informed as to the booked numbers. When the limit is reached, a waiting list would be established. Members from that list would be included on a first on list basis
- Members can only become involved in a tour when they can show they have Travel insurance cover for that tour. Advise members of the availability of Probus Travel Insurance
- After a reasonable period of time, and if numbers are needed to make the tour viable, an opportunity would be given to other clubs in our Cluster to join the tour. A list of International Tour Conveners for all clubs in our Cluster needs to be on hand for this purpose

- Any out of pocket expenses incurred by the Convener should be documented and presented to the Treasurer for reimbursement
- The coordination of the itinerary of any tour will be the responsibility of the Travel Agent/Tour Company. The Convener will arrange a special meeting for members booked on the tour to ensure they are fully aware of features of their tour
- Attend the monthly Committee Meeting.