

ROLES & RESPONSIBILITIES

WEEK AWAY TOURS CONVENER

- Investigate opportunities for Week Away Tours for Members of the Club. This will include using Commercial Tour companies or suggestions provided by Members
- Regarded as standard practice, two tours per year are provided within the continent of Australia and outlying islands
- Determine the viability of destinations; and costs of tours proposed. The selection of destinations is to take into account restrictions of some members
- Once this information is gathered a proposal is presented to the Management Committee. Once approved details are published in the monthly Newsletter and presented to the Membership at the first available General Meeting calling for Expressions of Interest along with a closing date
- To initiate bookings a payment timetable to be outlined as a means of confirming participation. The work involved in the receipt of monies may require the assistance of another member to ensure the accuracy and security of such funds
- The tour provider is to be kept informed as to the progress of booked numbers. If a limit is reached a waiting list is established and if needed, members from this list can be included on the tour on a first on list, last on tour basis. All funds received are to be passed on to the Treasurer for banking at the end of the General Meeting
- During the period of the tour participants are covered by Probus Insurance. A record of all participants details and copies of the prescribed Accident Report forms should be on hand during the tour if needed.