

ROLES & RESPONSIBILITIES

WEEK AWAY TOURS CONVENOR

- Investigate opportunities for Week Away Tours for members of the Club. This will include using Commercial Tour companies and/or exploring suggestions provided by members.
- Aim for two tours per year within the continent of Australia and outlying islands.
- Consider the viability of destinations, costs of proposed tours and any potential members' restrictions.
- Prepare proposals including itinerary of tours and costs for the Management Committee. Once approved, details of tours with closing date are published in the monthly Newsletter and presented at the first available General Meeting calling for expressions of interest.
- Prepare a Risk Management Assessment for each tour.
- A payment timetable is to be outlined. A paid deposit is required to confirm a member's participation.
- 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.
- The tour provider is to be kept informed of the progress of booked numbers. When the limit is reached a waiting list is to be established. Members from this list will be included on a 'first on list' basis.
- During the period of the tour participants are covered for incidents by Probus Insurance. A record of all participants' details and copies of the prescribed Incident Report Forms should be on hand during the tour.

- Travel Insurance is recommended.
- Advise members of the availability of Probus Travel Insurance.
- When the club's defibrillator is taken on a tour, be responsible for the defibrillator for the duration of the tour and ensure that it is promptly returned to the defibrillator custodian at the end of the tour.
- Attend the monthly Committee Meeting.