

Village Quilters Job Description

Bus Tours

Duties of Standing Committees:

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

Policy & Procedures affecting job:

Financial:

- a) All fees related to Guild dues and activities shall be by check only. No cash will be accepted unless noted otherwise.
- b) Fees for any trip will not be refunded unless the participant cancels prior to the announced deadline. It is the responsibility of the participant to call the coordinator of the event to let her know she won't be attending, even if past the cancellation date, so that others on the waiting list can be contacted.

Duties & Responsibilities:

- Coordinate and arrange bus trips during the year. May plan one to three trips each year. The trips may include quilt shops, quilt shows, shop hops, quilt festivals, seminars, museums or any other quilt related activity that may appeal to members.
- Plan the day's itinerary including a lunch stop and contact the destinations if appropriate to advise that a large group will be attending.
- Contact bus/tour companies for bus cost information. Knoxville Tour & Travel, Rocky Top Tours and B & C Transportation are several sources.
- Confirm itinerary – date, time and meeting place; set price (including a tip for the bus driver) and cancellation date.
- Take signups and reservation checks.
- Do a final confirmation and follow-up with destination contacts.
- Notify & provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
- Present reservation checks and forms and/or receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- Provide annual budget input as requested by the treasurer.
- Adhere to the budget approved for this position. If additional funds are required, prior approval by the board must be requested before incurring the expenses.