

# Village Quilters Job Description

## Bus Tours

### **Standard Duties of Standing Committees & Officers:**

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. 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.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

### **Policy & Procedures affecting Job:**

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

### **Duties & Responsibilities:**

- Coordinate and arrange bus trips during the year. The Board of Directors designated the odd numbered years as available for trips. May plan one to three (1-3) trips in a 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 (or overnight) 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 among others.
- Confirm itinerary – date, time and meeting place and a firm cancellation date. Set price (including a tip for the bus driver) and strive for a net wash between the revenue and expenses of the event to minimize any residual revenue being posted to Revenue category.
- Take signups and reservation checks. Handle checks according to Standards above
- Do a final confirmation and follow-up with destination contacts; manage & execute plan.