

TRAVEL COMMITTEE JOB DESCRIPTIONS

The Travel Committee plans and implements trips for the enjoyment of the members of AARP Chapter #5239 and their guests.

The committee meets approximately 2 times a year for the purpose of discussing and selecting which trips to undertake for the year. This is done by reviewing travel folders and brochures, magazine articles and member suggestions. All proposed trips must go before the Travel Committee and be selected by the committee by consensus. The travel committee will select one of its members as the Travel Coordinator (TC). This is always a volunteer.

The TC for each trip is responsible for planning of the trip. This includes selecting the date(s), coordinating with the tour company, bus company, and the destination(s) as required, and determining the price of the trip based on total costs.

The TC for each trip is responsible for advertising and promoting the trip, as well as taking payments, and providing the payments to the Chapter Treasurer. The TC is responsible for making the payments to the tour company or anyone else as necessary. The TC will set the reservation, deposit, refund and cancellation policies in accordance with the AARP Chapter 5239 Travel Committee Guidelines. The TC is responsible for pick-up point arrangements, departure and return times and parking arrangements at LOW if necessary.

The TC will escort day/overnight trips and handle any problems that may arise on the trip.