

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Trips

Duration of Job: Two Fiscal Years (June to May)

Average Number of Hours Per Month: 8 – 10. Does not include actual trips planned.

Last Updated: 4/11/10

Description of Committee Function – please be specific:

- Attends all Board meetings; briefs Board on upcoming trips/plans and gathers ideas from members and information available in the quilting community. Presents information at the guild meetings during committee reports about status of upcoming trips and current information regarding upcoming trips planned.
- Representative is available at the Trips committee table prior to all guild meetings and during meeting break to answer member questions, take registration for trips and collect deposits/fees. May also take registration and/or fee collection from home between meetings and answer questions from members.
- Arranges, coordinates, and advertises trips for members by writing a column in the monthly guild newsletter, updating website information and guild activity calendar. Arrangements include contacting transportation; and arranges for motels, meals, and tour information. Reviews contract agreement and present all contracts for review to Executive Board for signature approval.
- Acts as guild host during trips; maintains registration/waitlist information and collection of deposit/fees. Ensures participants to guild sponsored trips are current members.
- Arranges a backup to perform duties in case chair is not able to perform duties.
- This is a two-year position – first year as Assistant to current chair, second year as current chair.
- There will be one prepaid space on each trip for the Trips Coordinator.
- Recommended yearly trips include Fall Weekend quilt retreat and two 1 day bus trips in the fall and spring to quilt shows or other group interests.