

Trips/Travel Committee Responsibilities

1. Committee members visit Travel Agent (Elite Bus Co.) in the Sept/Oct timeframe to discuss the following year's trips.
2. Following the finalization of a trip schedule, send information to Association members and non-members.
3. Review individual trip notices and contracts provided by travel agent.
4. Provide a master copy of the trip flyers for duplication and mail. (400-450 copies)
5. Purchase paper for trip notices.
6. Consult Membership Chair to keep membership list current for mailings.
7. Receive payments for trips and develop checklist for bus. Monitor list to determine if minimum number (if required) is reached. Cancel trip if minimum number is not reached.
8. Hold individual checks until it is determined that minimum has been met. Forward payments to Association Treasurer along with trip form.
9. Send trip information to ENCORE Newspaper for publication. Send information at middle of month prior to publication of newspaper. (ex.; August trip info would be mailed by 7/15.)
10. Announce upcoming trips at all membership and BOD meetings and at picnic and luncheons.
11. Run the bus trip. Assure that someone responsible for tickets, etc. is on the trip.
12. For overnight trips, provide MetEd representative a list of all vehicles parked on Company lot overnight. Vehicle information should include; Car model and license number.