

# Tour Coordinator – Job Description

## PURPOSE

Coordinate tours of horticultural interest to Society members to

- educate members in all things horticultural.
- offer social outings to members who share horticultural interests
- provide added value to Society membership

## KEY DUTIES and RESPONSIBILITIES

Seek members' opinions for possible tours of interest and make recommendations accordingly

Advise the Board of the costs and possible risks to the Society

Organize the tour

Identify a successor.

## RESOURCES

Budget: Tours are run on a "break even" basis.

## AUTHORITY AND ACCOUNTABILITY

Compile an accurate written record of tour participants

Submit a record of volunteer hours to the Recording Secretary.

Submit revenue and expenses to the Treasurer. The Tour Coordinator manages funds received from tour participants and sees that relevant accounts are settled

Seek approval from the Board for anticipated expenditures that exceed the activity budget.

Provide a written summary for the Annual Report regarding trip(s)

## COORDINATOR SKILLS KNOWLEDGE EXPERIENCE:

- Organization and communication skills.
- Knowledge of how to run a tour

# How to run a bus tour

Ensure event goals are consistent with Society Mission

## **Before the Event**

Select date, Confirm venue

Get cost estimates (bus rental, entrance fees, meals)

Present a budget to the Board if needed

Consider advance publicity - media, printed material, signage, online /social media, etc.)

Liaise with bus company and destination

Identify and contact volunteers; assign tasks and shifts

Set up registration / sales

Consider need for insurance certificate

Review safety and security needs

Consider food and beverage needs

Create some buzz with Society members

Consider photo opportunities for media and Society Annual Report

## **Hold the tour**

### **Follow up –**

Hand in revenue and receipts to Treasurer

Submit a record of volunteer hours to the Recording Secretary.

Provide a written summary Annual Report

Send thanks as needed

