



ILLINOIS STATE CLUB OF SUN CITY WEST

Excursion Chair Job Description

1. Plan and oversee all Excursion/Bus Trips.
2. Present ideas, suggestions and dates for each Excursion to the Board for approval.
3. Recruit Excursion Coordinators as needed.
4. Present Budget for each Excursion to the Board for approval.
5. Update Board with the number of members and guests planning to attend each Excursion.
6. Chair will work with the Publicity Chair and Membership Chair to promote each Excursion and email each Excursion flyer to the members.
7. Chair will work with the Treasurer on income and expenses.
8. Chair will present to the Board a final report on each Excursion.