

Retired Faculty-Staff Association
Travel Interest Group Job Description

Travel Interest Group

The Travel Interest Group coordinates local, national and international travel excursions for RFSA members. With many trips, the Chair/Co-Chair(s) will work with a travel agent.

Responsibilities of the Travel Interest Group Chair/Co-Chair(s) include:

- Proposing possible travel destinations and gauging interest from RFSA members, which might include member surveys. Recommendations for future trips should include proposed logistics of the trip and benefits to RFSA.
- Working closely with the RFSA Travel Committee and travel agent to review trips suggested by members, discuss options, and select two or three for the upcoming year. The Travel Committee shall consist of RFSA members who have joined past trips or members who wish to become more involved. The chair/co-chairs will serve on the RFSA Board.
- Working with the travel agent to develop itineraries for those trips.
- Writing a description of the trip for Carol Barrett to send to all RFSA members. This email should also include an attached brochure of the trip as developed by the travel agent.
- Attending the trip information session hosted by the travel agent.
- Being one of the travelers on the trip itself, and serving as the RFSA liaison for any issues affecting the travelers
- Writing an article about the trip, including photographs, for the RFSA Magazine.
- Preparing a summary of the trip for the RFSA Executive Committee and RFSA archives. This summary should include the number of RFSA members on the trip, as well as the number of non-RFSA members; financial agreements and issues; any issues that arose during any part of the trip and how they were resolved; and any other information that should be known by the leadership of RFSA.
- Ensuring that the travel agent submits agreed-upon fees to RFSA to support the budget and scholarships. That amount is currently \$100 per traveler.
- Attending RFSA Board Meetings
- Regular membership updates to be published in the President's emails, RFSA Magazine, calendar, website, and Facebook site.

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