

**New Sociables
Girlfriend Getaways Activity Leader
Job Description
2023-2024**

- Getaways will be offered at least two times per year and could vary in length from a day-trip to multiple nights.
- Getaways could be via personal vehicle, motor coach, plane, cruise ship, train or a combination.
- Ascertain a destination of interest, such as by using a survey.
- Payments will either be made directly by the traveler to the vendor, or possibly to the Getaways coordinator if she is collecting money. Under no circumstances will New Sociables be under any financial risk.
- New Sociables Getaways coordinator is not expected to be the tour leader on all trips. Trip could be led by a volunteer from New Sociables.
- New Sociables Getaways coordinator or volunteer leaders will not get any discount, “kick back” or perks by promoting certain trips to the group.
- Getaways will be offered to New Sociables members only
- On multi-night trips, some ladies may want a roommate to share the cost. If notified, the New Sociables Getaways coordinator will let it be known who is looking for a roommate.
- Be available to answer questions about the trip at the general meeting, by phone or email.
- Generate a flyer. Flyers will not be available at the general meetings due to the cost of printing. Flyers will be available to view on the website. Have one “master flyer” at each meeting (nailed down so it can’t walk away).
- Submit updated information to the webmaster: cynthiamenas@gmail.com
- A complete newsletter article is to be sent to the newsletter editor by the 10th of each month. If the trip is new, write a brief description of the trip including the date and price.

Remove Getaways from the newsletter after the cut-off date or when they have been completed. This should be sent electronically to: newsnewsoc@gmail.com.

Do not send it to the newsletter editor's personal email listed in the directory. The monthly article should be totally in electronic form. Either send it to the editor as an attachment in MS Word, a pdf document or email the complete article to the newsnewsoc@gmail.com email account. If your monthly article does not really change each month, please indicate that to the editor. However, if it does have some monthly changes, make the changes and send the entire article to her electronically. It is the newsletter editor's responsibility to get your article into the newsletter. It is NOT her responsibility to edit and type your article into the newsletter and or research the topic, venue or speaker or find directions or phone numbers for your article. Make sure that she can take what you send her and copy and paste it into the newsletter. She should not need to retype it because you either gave it to her written or typed on a piece of paper. The newsletter position is a demanding job and anything we can do to make it easier, will be much appreciated.