

**New Sociables
Tours Activity Leader
Job Description
2023-2024**

1. Find a place of interest to tour.
2. Call to see if they do tours, if there is a fee, if there is a maximum number who can attend, parking restrictions, etc.
3. If there is a fee, collect the money before giving a final count or paying by credit card.
4. Date is usually the second Friday of the month. Time will vary depending on each tour.
5. Usually a restaurant is selected close to the tour site. Call to see if they can accommodate 15-20 with separate checks.
6. Each month, a complete newsletter article is to be sent to the newsletter editor by the 10th of each month. Include the date; time to meet for carpooling and location for carpooling, the cost (if applicable) and deadline for signing up. This should be sent electronically to:

newsnewsoc@gmail.com

Make sure it is in electronic form so the newsletter editor will be able to cut and paste your article into the newsletter. 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: newsnewsoc@gmail.com 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 change, 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.

7. Carpool location should be on the way to the tour.
 - a. Cost per person for carpooling— base this on the distance to the tour. Should be at least the cost of 1-2 gallons of gas per person.

b. If there is a parking fee that should be split between the riders (drivers do not pay)

8. Bring signup sheet to the general meeting the month of the event.
9. Send out a final email in case there are changes.
10. Call the tour location and the restaurant and give them a final number.
11. Meet at designated location and coordinate carpooling. Give other drivers simple, easy-to-follow directions.