

VOLUNTEER POSITION DESCRIPTION TRAVEL COMMITTEE

The Travel Committee develops a variety of educational travel opportunities for OLLI members. Committee responsibilities include collecting, reviewing and recommending regional, national and international travel proposals; evaluating and recommending travel tour company vendors; and developing marketing plans to promote travel opportunities. Travel programs are offered to the OLLI members at additional cost. All final vendor contracts are negotiated by the Director.

TRAVEL COMMITTEE CHAIR

- Oversee the successful implementation of the committee tasks
- Plan and prepare meeting agendas
- Lead Travel Committee meetings
- Ensure the recording & submission of meeting minutes
- In partnership with the Volunteer Committee and staff, recruit and recommend Travel Committee members
- Submit brief summary for monthly Leadership Board meetings

Estimated Time Commitment: 5-6 hours per month

TRAVEL COMMITTEE TASKS

Travel Planning

- Develop an annual survey to advise on OLLI member travel interests
- Research, review, and recommend regional, national and international trips
- Evaluate and recommend travel tour company vendors
- Distribute trip marketing materials and promote trips to OLLI members

Committee Size: 5-7 members; minimum 8-month residency required

Term: July 1-June 30; renewable upon mutual agreement

Estimated Time Commitment: 3-4 hours per month

Meeting Requirement: 6-8 meetings per year, as needed

Preferred Experience & Skills:

- Domestic and international travel experience
- Excellent organizational and planning skills