

Gillies Job Description

Title: Travel Chair

Reports to: Gillies President

Blue indicates changes during 2021-2022 due to museum shutdown.

Purpose: To plan and arrange educational trips to complement the Gilcrease Museum collection.

Responsibilities:

1. Researches museums and places of interest pertaining to history, art and anthropology.
2. Plans travel schedules and announces trips at the General Membership Meetings and in *Friday Footprints*.
3. Accepts reservations and collects monies for trips.
4. Secures from each traveler for each trip a signed disclaimer clause and cancelation policy.
5. Maintains records and receipts for each trip.
6. Attends all Board, Gillies General Membership and Gilcrease Forum meetings. Prepares a brief report in duplicate for Board meetings and presents major points. [Submits report via email upon request from Secretary.](#)
7. Delivers news items to the Newsletter Chair by the 15th of each month. [Submits news items to Newsletter Chair as needed.](#)
8. Maintains a comprehensive notebook of schedules, procedures and activities for the guidance of the succeeding Chair.
9. Prepares and submits an annual report in triplicate to the President-elect. [Suspended](#)
10. Performs additional duties as assigned by the President.

Time Commitment: 30 administrative museum hours and participation in the volunteer programs.

Updated: April 2019