

San Antonio Conservation Society
Job Description
HERITAGE EDUCATION TOURS – Planning
Coordinator

The Heritage Education Tours Committee – Planning Coordinator is charged with coordinating tours to selected historical sites for area students studying Texas History. Tours should be scheduled so as not to interfere with testing dates. A vice chair will assist the chairman with this event. This Chairman should work closely with the Chairman of the Heritage Education Tours – Docents & Teacher Training Committee to assign volunteer tour guides to each bus and docents to each historic site as appropriate.

DUTIES OF THE CHAIRMAN

1. Appoint members to Committee and present to President for approval. Assign committee duties to members.
2. Keep the president informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate committee activities.
4. Begin planning in late summer for the fall tours, usually held in early November. Busses need to be reserved as soon as possible. Coordinate scheduling with the Chairman of the Heritage Education Tours – Docents & Teacher Training Committee.
5. Assign specific committee members to coordinate telephone contacts, bus arrangements, and calendar planning.
6. The selection of the schools to be invited rotates annually, with a fair and equitable distribution of all San Antonio area students.
7. Contact schools early to issue invitations to one-fourth of schools in each public school district. Schools should limit number to two hundred (200) students. Invitations accepted on first-come, first-serve basis, up to number of students which committee budget allows.
8. Coordinate with Staff Liaison all invitations and confirmations, calendar dates, and bus pickup and return times.
9. Include two Active Members (not on Board of Directors) and two Associate Members on the committee.
10. File a final report of the committee's activities before the June general membership meeting.