

## **Guild Explores Chair(s)**

Guild Explores Chair(s) are appointed by the Education Programs Coordinator with the approval of the Guild President. The Chair(s) organize half-day to full-day trips that contribute to the social and educational goals of Guild members and their guests.

### **Tasks**

- Research potential venues.
- Visit site to ensure suitability for travel.
- Make reservations, if needed.
- Check dates with Guild and Museum calendars and confirm with Guild President and Education Programs Coordinator.
- Publicize the event in Happening Now at least one month in advance of the travel.
- Make announcement at Guild Monthly meeting(s) prior to the travel.
- Record and maintain a record of registrations.
- Confirm registrations.
- Collect fees from members (if applicable) and pay any applicable admissions charges.
- Arrive early at the Heard to greet members and “lead” the group.
- Submit Guild Explores report to the Education Programs Coordinator.