

Heard Guild Travel Chair

The Guild Travel Chair is appointed by the Guild Education Programs Coordinator and approved by the President. The Travel Chair plans, organizes, and conducts trips to places of interest to Guild members. Guild trips must be educational and focus on Indigenous Peoples of the Americas, primarily in the Southwest. Parameters of the trips and participants are:

- A Guild trip is a journey to an event, an interesting site, or a scenic location with at least one overnight stay,
- Travelers must be a member of the Heard Museum
- Guild trips are open to all Museum members with Guild members receiving priority in the event of overcrowding
- May have multiple trips per year. Can consist of a one-night trip and a several- night trip. Or may be any combination thereof
- A donation, non-taxable, is added to each trip cost, minimum of \$100, depending on value of trip

Tasks:

- Selects destinations.
- Arranges for (tour) agency, vendor as applicable
- Approves tour guides
- Publicizes itinerary
- Sets up registration
- Oversees billing and payment
- Provides a monthly report as needed and a final report to Coordinator

Revised 6/17/2024