Canyon Lake Travel Club  
  
Job Description  
  
RESERVATIONS  
  
Scope:  
  
The Reservations Chairperson shall receive, record and transmit to the Treasurer (1st or 2nd VP in the case of air or sea travel) all payments received for trips and events and provide to Multi-Day, Single Day and Social Chairperson a list of reservations for respective trips/events.\*  
  
Specific Duties:  
  
Make a daily check of the Travel Club mailbox located at Bluebird Hall.The CLTC has box # in the second bank (bank #345) of boxes.The mailing address is: 23066-17 Canyon Lake Drive South.  
  
Open all mail and sort the contents regarding Reservations, Membership Dues or Other.Pass checks for membership dues to the membership Chairperson at the monthly meeting or sooner if membership checks accumulate to more than 20.Alert the Membership Chairperson of the accumulated checks for his/her pick-up.Alert the President if other mail needs immediate attention.  
  
A proper deposit or full payment is required before a reservation can be posted.Check the Membership Listing to insure the person requesting a reservation is a member of the CLTC.Post reservations including date, name, number of persons, amount of check, check number and telephone number.Give checks to the Treasurer as soon as possible after the event.  
  
Trips that require the use of air or sea travel normally involve a “Travel Agency” or “Vacation Company.”The checks for any trip involving a travel agency/vacation company shall be made out to the involved agency or company.These reservations shall be posted as in there (3) above and delivered to the representative CLTC Multi or Single Day Vice-President for delivery to the agency or company.  
  
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If it is determined that it more expedient for the CLTC Multi-day Vice President to receive checks involving a travel agency/vacation company, rather than mailing them to the Reservations Chairperson, then the Multi-Day Vice President will provide the Reservations Chairperson with an up-to-date roster of participants for each of the events that he/she receives direct payment from participants.  
  
5.  The following are rules and requirements for reservations and charges:  
  
Guests are required to pay a five dollar ($5.00) administrative fee for each trip.Guests who are Canyon Lake residents should be encouraged to apply the fee to an annual membership.  
  
Single members (single members without a spouse or a member whose spouse does not join the club) can bring one (1) non-member guest even though the event may not be open to guests.  
  
Members should be immediately informed if their reservation request cannot be posted (oversold, etc.).They should also be informed of their status on an established “Standby” list.  
  
Cancellation requests may be made by phone, email, or in writing.  
  
   
  
Insure that reservations posted to the Travel Club website are up to date so that an alert initiated to or inquires from Multi or Single Day VPs regarding total reservations is accurate.Up-to-date information can also be used to answer member’s inquiries regarding their reservation status.However, members must assume their reservation is posted and valid unless they hear to the contrary.  
  
Send updated reservations lists to the Webmaster frequently to be posted to the website so members can access the information needed to ascertain if their checks have been received.  
  
Make a note of requests received from members regarding seating or travel partners, etc.Pass this info to the Board Member responsible for the trip/event with the list of attendees.The attendees list should be passed to the responsible Board Member in charge one week prior to an event or as requested.  
  
Prepare the “Hold Harmless Agreement” form for all events involving travel.If possible, those listed should be in alphabetical order.The form, along with a self addressed (CLTC address) envelope, is to be given to the involved FP or directly to the Board Member in charge of the event.(The board member in charge of the trip will mail the envelope prior to departure.This insures that CLTC has a record of those actually traveling, including their Hold Harmless signatures.)  
  
Report the number of reservations for each active event at the monthly board meeting.  
  
Assist the Social Chairpersons at the door check-in for the quarterly Dinner Dances.  
  
Attend all Board and General Meetings.  
  
NOTE:  At the January meeting, the Secretary will ask each board member to pick a month to host the Board Meeting.  Following the meeting, spouses or significant others are invited to join Board members for drinks and dinner that are provided by the host.   The food can simple, such as catered in pizza and salad or the host may choose to prepare dinner.  This is a fun time and a reward each month for all the work that Board member jobs entail.  
  
Coordinate With:  
  
The 1st and 2nd CLTC Vice-Presidents  
  
The CLTC Social Chairpersons  
  
The CLTC President on all unresolved matters concerning reservations.  
  
Contacts:  
  
None required outside CLTC.             
  
   
  
Revised 9/12/2015