

**San Antonio Conservation Society**  
**Job Description**  
**HERITAGE EDUCATION TOURS**

The Heritage Education Tours Committee 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.

**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.
5. Recruit enough committee members who will actively participate as volunteer bus guides, along with the 25 guides provided by the Professional Tour Guide Association.
6. Assign specific committee members to coordinate telephone contacts, bus arrangements, and calendar planning.
7. Coordinate orientation course for guides preceding tour.
8. The selection of the schools to be invited shall be decided annually by the chairman and committee, with a fair and equitable distribution of all San Antonio area students.
9. 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.
10. Coordinate with the Administrative Specialist all letters of invitation and confirmation, calendar dates, bus pickup and return times, volunteer bus guides and orientation session(s).
11. Include two Active Members (not on Board of Directors) and two Associate Members on the committee.
12. File a final report of the committee's activities before the June general membership meeting.