



Comox Valley Horticultural Society

Position Description: Bus Tour Chair(s)

Duties include:

- Finds a collection of gardens and/or nurseries that would be of interest to Comox Valley Horticultural Society (CVHS) members;
- Secures a bus (with a washroom);
- Determines the budget for the Bus Tour. This includes the cost of the bus, gratuity to the driver (\$150.00 in 2015), snacks, bottled water, snacks, entrance fees to gardens and other gratuities (e.g., garden societies). Bus Tours are run on at least a “net zero” basis – all costs are covered by the fees paid by the participants, costing the CVHS nothing;
- Advertises at least two months in advance of the bus tour in the CVHS Newsletter (newsletter@comoxvalleyhortsociety.ca) outlining date, destination, bag lunch/ dinner stop (if applicable) and the price per participant. Deadline for newsletter submissions is the first Friday of every month, except July and December, when there are no newsletters;
- Establishes the pickup location in Comox/Courtenay. It should have enough parking space for participants’ cars. Venues such as the Florence Filberg Centre and the Driftwood Mall, have been used in the past;
- Ensures, with collaboration with the Membership Committee, that participants are members in the CVHS;
- Advises participants that once paid, there is a no refund policy in effect. If someone who has paid cannot go, the paid seat can be transferred to another CVHS member;
- Ensures that payment in full is made by each participant two months before the departure date;
- Practices the tour before the date of the tour;
- Keeps track of mileage for reimbursement from the Treasurer;
- Arranges for payment to the bus company at least one month before the date of the tour;
- Purchases a gift for each gardener who has opened his/her garden to CVHS members;
- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (7:00pm, the first Wednesday of every month except July and December).