

Lower CT Valley Interest Group Position

Position: Cultural Arts Leader

Interest Group

Appointed without Term Limits

Responsibilities

1. **Selects cultural trip dates and locations for each season** (Fall; Winter/Spring). Determines trip leader for each trip. Secures agreement with venues (if necessary) to schedule tours, obtain pricing, group size limits. Summarizes cultural trip information to communicate to the membership.
2. **Submits Fall trip schedule to Membership Chair** for inclusion in Membership Directory.
3. **Ensures trip schedule, details, and signup information are current and posted** on the LCV Website Interest Group Page and calendar and in monthly LCV Newsletter
4. **Presents trip sign up sheets** for monthly meeting including deadlines, and fees
5. **Trip Leader:** confirms trip details with participants by email one week in advance of the trip.

Note: Six or seven annual trips have been a successful number, although more may be scheduled.