

**Photographic Society of America**  
**Travel Advisory Service Director**  
**Master Operating Manual**  
Revised December 2018

## **INTRODUCTION**

This Master Operating Manual (MOM) for a Travel Advisory Service Director (TASD) describes the 1) general responsibilities, 2) appointment and term of office, 3) specific duties and responsibilities, 4) required meetings, 5) budget, 6) equipment required, 7) estimated time required, 8) schedule of tasks, and 9) resources and support.

### **I. GENERAL RESPONSIBILITIES**

The TASD reports to the Photo Travel Division Chair and is responsible for providing assistance to PSA members who are seeking advice on travel for photographic purposes.

### **II. APPOINTMENT AND TERM OF OFFICE**

The TASD is appointed by the Chair of the Travel Division, with the approval of the Divisions Vice President. The term of office is not time limited, although the initial appointment will normally be for a period of two years.

### **III. SPECIFIC DUTIES AND RESPONSIBILITIES**

The TASD will support members and promote PSA in the following ways:

- Maintain a database of Travel Aides – PSA members who have volunteered to provide information to other PSA members about what, when, and where to photograph in a specific geographic area. These aides are located throughout the world.
- Respond to email, mail and telephone requests from PSA members who are seeking contact with a Travel Aide.
- Verify requesting person is a PSA member.
- Actively recruit Travel Aides in all countries in which there are PSA members.
- Maintain detailed records of requests and of the Travel Aide services provided to members.
- Maintain regular communications with the Divisions VP and the Chair of the Travel Division.
- Submit written reports on activities about the Travel Advisory Service (TAS) to the Divisions VP prior to each Board of Directors meeting (in spring and fall each year).
- Promote the TAS by liaising with the Publications VP and the Public Relations VP so that appropriate posts can be made in the *PSA Journal* and on the PSA website.
- Liaise with the PSA web editor to keep the Travel Aide Service page on the PSA website up to date. <https://psa-photo.org/index.php?travel-advisory-service>

### **IV. REQUIRED MEETINGS**

The TASD is not required to attend any specific formal meetings.

### **V. BUDGET**

The TASD prepares an annual budget with actual or estimated expenses and submits it to the Travel Division every year.

## **VI. EQUIPMENT REQUIRED**

The TASD is required to have the following equipment which is not supplied by PSA:

- a. A computer with a word processing program to prepare reports and a spreadsheet program for maintaining a database of Travel Aides and services provided to members.
- b. E-mail capability.

## **VII. ESTIMATED TIME REQUIRED**

It is estimated that the duties and responsibilities of the TASD will require a commitment of approximately eight hours per month.

## **VIII. SCHEDULE OF TASKS**

The month-by-month tasks to be performed by the TASD include the following:

January	Advertise on the PSA website for additional Travel Aides. Respond to requests for Travel Aides.
February	Respond to requests for Travel Aides.
March	Prepare a report on activities within the TAS and submit it to the Divisions VP for inclusion in the DVP report to the Spring Board of Directors meeting. Respond to requests for Travel Aides.
April	Respond to requests for Travel Aides.
May	Respond to requests for Travel Aides.
June	Respond to requests for Travel Aides.
July	Respond to requests for Travel Aides.
August	Prepare a report on activities within the TAS and submit it to the Divisions VP for inclusion in the DVP report to the September/October Board of Directors meeting. Respond to requests for Travel Aides.
September	Respond to requests for Travel Aides.
October	Respond to requests for Travel Aides.
November	Update the Travel Aide Service advertisement ready for the January <i>PSA Journal</i> . Respond to requests for Travel Aides.
December	Respond to requests for Travel Aides.

## **IX. RESOURCES AND SUPPORT**

The TASD will receive advice and assistance from the Divisions VP and the Chair of the Photo Travel Division.

Assistance with administrative matters, such as claiming reimbursement for expenses, is provided by the staff at PSA Headquarters.