

# Position Description

Position: Trip Coordinator  
Date: June 2015

## Responsibilities:

- To be committed to attending trip committee and general meetings on a regular basis.
- To arrive at the meeting venue early to arrange the venue and ensure all relevant material is available.
- To encourage trip committee members and trip leaders to achieve the objects for which the club was established as outlined in the Club's Constitution.
- To chair trip committee meetings and lead the committee in the preparation of a calendar year trip programme (with the aim of at least one trip every month and long weekends)
- To record approval of all trips (and to refer any trips not yet approved back to Management Committee for veto or otherwise).
- To organise the annual Christmas function
- To nominate club members to receive monthly awards (rainbow serpent for humorous errors or omissions, encouragement award for less experienced drivers doing well, tow hook award for a notable vehicle recovery) and to present the awards in a light hearted friendly manner.
- To provide support, assistance and advice to trip committee members and trip leaders.
- To monitor trip committee workloads delegating tasks when required.
- To apply for, obtain and distribute all relevant permits to trip leaders in a timely manner.
- Encourage member participation on club trips as general participants and trip leaders and to promote the "buddy" system of trip leader development.
- To promote upcoming trips at general meetings typically 3 months in advance (via trip leaders where possible)
- To ensure sufficient notice is given to members regarding upcoming trips.
- To ensure compliance with public liability insurance requirements for trips (i.e. records of prior trip approval and trip attendance, incident reports, avoidance of non approved activities, completion of risk assessments)
- To ensure volunteer worker's insurance is arranged (in conjunction with Insurance Officer) prior to trips such as state forest track clearing, Fraser Island Clean Up, manning stands at shows.
- To compile "Where are we going?" and "Trip Calendar" magazine pages for Editor on a monthly basis.
- To delegate the above tasks amongst the trip committee in order to spread workload.

**Note:** There is no limit to the number of concurrent trips (refer Bylaws).

## Reporting:

- Reports to Vice President.

## Financial Authority:

- As ratified by the Management Committee upon presentation of a proposal.
- NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts.

## Records:

- Maintain accurate records of official club trips including trip sheets, incident reports etc
- All files and or work in progress is handed over to the successor (or as determined by president) when the position is vacated.