



## JOB DESCRIPTION:

Trip Co-ordinator

## ROLE:

- To co-ordinate and promote trips. To support members to run trips.

## RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- The role is to coordinate and promote trips, the trip coordinator is not responsible for organising all the trips.
- To coordinate a calendar of a variety of trips for the year – Calendar to be updated throughout the year.
- Liaise with access officer regarding access issues
- Instruct trip leader to provide trip information to Editor and trip coordinator ie meeting place and time, trip description, any access or costs, requirements (mud tyres/snorkel) and restrictions (dogs/firearms/fire ban) etc.
- Promote trips in magazine/website/social media at least two months prior. Promote and provide updates as necessary via emails/website/social media.
- Ensure trips are uploaded, and paper trip attendance list is aligned with the website's trip list.
- For each General meeting
  - Introduce each trip and leader to give a briefing of the upcoming trips
  - Provide paper trip lists/encourage completion of online trip lists
  - At end of meeting update the trip list to the website and give the lists to the trip leader. Email if leader is not present.
- A 'Trip Register' form is required to be completed for every trip as a record of those who attended.
  - Ensure the Trip Leader has access to a Trip Register form and for collect the completed form after the trip.
  - Maintain a record of trip register forms.
- Jointly with social coordinator, ensure the Christmas camp subcommittee is organised for the planning of the annual Christmas camp.
- Ensure new trip leaders have resources and training and support provided or have experience before leading a trip.
- Assist where necessary with the members training programme

## EQUIPMENT PROVIDED:

Website/social media admin. OneDrive trip coordinator files. Trip Register.

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It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.