



JOB DESCRIPTION:

Christmas Camp Organiser/Subcommittee

ROLE:

- To organise the Club's Christmas camp including social events and trips for club members and families.

RESPONSIBILITIES:

- Following the vote by the general meeting to decide the camp venue/location - be prepared for and as required attend or provide updates to CLROC Committee and General Meetings in the lead up to Christmas camp - to promote and discuss Christmas camp.
- Coordinating a Christmas camp subcommittee as required.
- Identifying camp venue, negotiating venue charges.
- Preparing a camp budget to be presented to the committee before the camp starts, setting camp fees to cover all costs of camp not covered by the club*.
*There is no budget allocated to Christmas camp. Further funds can be applied for to the committee, or funds raised to cover.
- Provide updates to the Editor/Trip Coordinator to promote Christmas camp through the club magazine/website/social media.
- Organising 4WD trips and around camp activities.
- Managing in-camp issues
- Provide a financial return at the conclusion of the camp with a recommendation for the distribution of any surplus.

EQUIPMENT PROVIDED: Nil

Email: Nil

Trip coordinator can be contacted on: clroc.trips@gmail.com

Editor can be contacted on clroc.editor@gmail.com

Social Coordinator and team can be contacted on: clroc.social@gmail.com clroc.social2@gmail.com

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.

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