

Job Description

Overnight Trips Director

ROLE AND RESPONSIBILITIES

- Following the TBN Overnight Trips Policy, organize, promote, and oversee all multi-night TBN cycling, camping, hiking, and winter activity trips with the exception of Cyclon.
 - Develop new trips and review trip proposals from others.
 - Based on completed Trip Proposal Submission Form.
 - Ensure that TBN is unlikely to lose money on the trip.
 - Ensure the trip leader has some experience in leading trips.
 - Find suitable leaders.
 - Work with leaders to set a budget for each trip; check participants' payments and arrange refunds.
 - Manage the main overnight trips page on TBN website.
 - Promote trips through all TBN communications channels (Chain of Events, Website, Facebook).
 - Create event pages and registration forms on TBN website. Update these as necessary (when a trip is sold out, or a waiting list is opened).
 - At the end of each trip, receive a written report from the trip leader including financial and other details and recommendations.
 - Review and approve Trip Report Forms, paying particular attention to financial aspects, and deal with any difficulties that arise, including requests for refunds, complaints, etc.
- Maintain the TBN Overnight Trips Policy and related forms, and recommend changes to the Board as necessary.
- As needed, organize and chair an Overnight Trips Committee.
- Attend monthly Board meetings and present reports on upcoming and completed trips.

PREFERRED SKILLS

- Experience organizing overnight trips.
- Ability to learn how to create and maintain trip related web pages on Wild Apricot.
- Familiarity with using spreadsheets to track registrants and payments.
- Ability to coordinate and support a volunteer committee and trip leaders.
- Organization and Planning Skills

Last Updated By:	Governance Committee	Date:	2021-08-18
Reviewed By:	Board of Directors	Date:	2021-09-23
Approved By:	Board of Directors	Date:	2021-09-23