

SUMMARY OF RAMBLING ROVER TRIP COORDINATOR DUTIES

- Create a list of potential trip locations and activities, including those suggested by Rovers. This list will typically include potential local and regional trips, as well as a few that are out of the area or country.
- Select a trip from this list, possibly with input from other Rovers.
- Work with a travel group for out of area or country trips. The duties below apply to local and regional trips.
- If the trip involves bus transportation, create an itinerary that includes rest and meal stops and forward this to the bus company for a price quote.
- Put a hold on event tickets and reserve hotel rooms and at restaurants as applicable.
- While awaiting the bus quote, provide trip information to the Assistant Trip Coordinator so that he/she can create a trip flyer.
- Upon receipt of the bus price quote, calculate the trip price and present the suggested trip and price to the Board for approval.
- Once approved, the trip can is announced in the next Newsletter and monthly meeting. Members begin signing up for the trip.
- At monthly Rover Meetings, promote and respond to questions regarding planned trips and assist with sign-ups.
- Determine the number of event tickets to be purchased prior to Hold deadline. Trip Coordinator pays for event tickets using their credit card, but is reimbursed by the treasurer in a timely manner.
- At the start of each trip, check those present against the sign-up sheet; contact those missing as needed.
- During trips that involve bus transportation, the Trip Coordinator/Assistant distribute goody bags, confirm head count after each stop, provide basic information and possibly light games/informational tidbits, collect litter, and respond to questions.
- After returning from each trip, complete and submit a simple one-page Post-Trip Calculation Sheet to the Rover Treasurer.