



Responsibilities - DOMESTIC TRIP COORDINATOR

This is a new role converted from our regular “Overseas Trip Coordinator” role for the financial year of 2021-22, given the ongoing national border closures relating to COVID-19. This role will remain so long as the borders remain closed, however may revert back to the former Overseas Trip Coordinator role once the border opening date is announced; or it may continue in addition to the Overseas Trip Coordinator position.

- 1) Plan and organise domestic trips in lieu of overseas trips (currently set at 3 trips per year, but can be more if there are special deals or if additional trips are thought to be viable – in consultation with the Committee). “Domestic” in this case, refers to areas outside our local area in Cairns and the surrounds, which is to be covered by the Dive Trip Coordinator.
- 2) Create trip flyers and trip itinerary/info sheet for uploading on to Club website and for distributing to members.
- 3) Launch the domestic trips at the monthly Club meeting and via the Mail Chimp group email. Information re: the trip should also be posted on the Club website, ensuring costs are not included. If there are still spots available nearer the trip, advertise on the Club facebook page also for the wider dive community consumption.
- 4) Communicate with members and non-members; answer any queries re: domestic trips
- 5) Sign up members for domestic trips and track payment through the Bendigo and/or Quickbook app (liaise with the Club Treasurer).
- 6) Monitor divers who sign up for trips to ensure they are indeed current financial members, and to advise and chase up membership if a non-member wishes to sign up, as the trips are only open to current financial members, both at the time of signing up AND at the time of travel.
- 7) Banking – Become a co-signatory to enable ongoing monitoring of members’ trip deposits (via Bendigo app) and to be able to set up payments / act as co-signatory for trip payments to dive operators and travel agents.
- 8) Act as Tour Leader during trips if participating. If not participating in the trip, to identify a trip participant (preferably a Committee member) to act

as Tour Leader. Explain the role and responsibilities of this position to the nominated Tour Leader and obtain their consent to act as the Leader.

- 9) Distribute to members any special deals or information on (non-Club organised) domestic trips that may be of interest.
- 10) Communicate with dive travel agents, dive resorts, etc and negotiate good travel deals.
- 11) Contribute to the Club facebook page, including administration as and when necessary.
- 12) Committee Meetings - attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and report on any relevant information and updates re: domestic trips.
- 13) Members Meetings - attend monthly Members meetings (scheduled every last Wednesday of the month) and report on any relevant information and updates re: domestic trips.
- 14) Prepare a "Domestic Trip Coordinator's Report" at the end of the year for the Club AGM (July).