



Responsibilities – OVERSEAS TRIP COORDINATOR

- 1) Plan and organise overseas trips (currently set at minimum 3 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). Two will be from our regular sponsors in PNG (Walindi, Lissenung, Tufi, Tawali, MV Chertan), Philippines (Club Oscellaris) and Solomon Islands (MV Taka).
- 2) Create trip flyers and trip itinerary/info sheet for uploading on to Club website and for distributing to members.
- 3) Advertise overseas trips via the Club website, Mail Chimp, Club facebook page, and at the monthly Club meeting.
- 4) Communicate with members and non-members; answer any queries re: overseas trips
- 5) Sign up members for overseas 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 in fact members, and to advise on and chase up membership if a non-member.
- 7) Banking – Become a co-signatory to enable ongoing monitoring of members' trip deposits (via Bendigo app) and to be able to act as co-signatory for trip payments to dive operators and travel agents.
- 8) Act as Tour Leader during overseas 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) overseas trips that may be of interest.
- 10) Communicate with dive travel agents, dive resorts, airlines, etc and negotiate good travel deals.

- 11) Contribute to the Club facebook page, including administration – adding of new members and removal of members who post inappropriate material e.g. spam.
- 12) Committee Meetings – attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and report on any relevant information and updates re: overseas trips.
- 13) Members Meetings – attend monthly Members meetings (scheduled every last Wednesday of the month) and report on any relevant information and updates re: overseas trips.
- 14) Prepare an “Overseas Trip Coordinator’s Report” at the end of the year for the Club AGM (July).