



Responsibilities – OVERSEAS TRIP COORDINATOR

- 1) Plan and organise 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). Aim to organise at least one trip from our regular sponsors in PNG (Walindi, Lissenung, 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) Launch the overseas trips at the monthly Club meeting and via the Mail Chimp group email. Information re: the trip should also be posted on the Overseas Trips webpage in the Club website, ensuring costs are not included. If there are still spots available nearer the trip, advertise on the Club facebook page also.
- 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 as trips are only open to 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 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 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: 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).