

SPECIAL EVENTS AND EXCURSIONS COORDINATOR

YOUR ROLE AS SPECIAL EVENTS AND EXCURSIONS COORDINATOR

| Tasks | Further details |
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| <ul style="list-style-type: none"> Select a team to work with you on special events and excursions. Organise and chair planning meetings. Distribute Meeting Minutes to the team | <ul style="list-style-type: none"> Collate ideas and plan annual schedule Inform the Board of planned future events |
| Organise Club lunches (except Board lunches) | <ul style="list-style-type: none"> Finalise the dates and venues |
| Organise further events such as talks, outings etc. | <ul style="list-style-type: none"> Identify leaders for each event. If car-sharing is involved Annex 2 applies If travelling by train, consider reduced tickets for group travel and <i>Cartes Journalières</i> from certain Communes. CFF <i>Billets dégriffés</i> can also be obtained on-line for specific trains. Ensure that special events and excursions do not conflict with important Club Events (e.g., AGM) |
| Prepare a budget including all possible costs for each event in order to break even | <ul style="list-style-type: none"> Consider all costs (transport, meals, entrance fees, guide, tips etc.) and decide how much is to be paid in advance to the Club account, and what is to be paid on the day If a fixed cost is involved, base the cost per person on the estimated maximum number of participants Any contracts needed for events (e.g., for guided tours, rental of equipment or premises, rental of coach transport, fees for caterers, musicians or speakers) must be signed by the Special Events Coordinator after approval from the Club Treasurer |
| Establish deadlines for registration, payment and a cancellation date for members and guests, and inform the Treasurer See Point E of the Club Bylaws on page 13 of the Directory concerning reimbursement to paid-up members who cancel after the deadline. | <ul style="list-style-type: none"> Reservations are only final after receipt of payment information from the Club's bank and confirmed by the Treasurer Draw up a list of participants with contact details |
| Publicise the Special Event or Excursion in <i>The Grapevine</i> , <i>The Digest</i> and at Coffee Mornings | <ul style="list-style-type: none"> Give dates, times, prices, and details (meeting place, mode of travel, travel time, parking if applicable, level of fitness required, how much walking is involved, if there are steep slopes, steps etc., minimum and maximum number of participants, lunch arrangements) Explain how to pay into the Club Bank and mention the Club's No-Show and Cancellation Policy. Cash payments are avoided. |
| Arrange for decorations, Club signs, place cards, name tags and a sound system as needed | |
| If applicable, arrange for the Treasurer to pay the invoice/bill including a tip | |

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| Send out a 'final details' email to the participants giving them meeting times, arrangements and explaining what they should do if they can no longer take part | |
| Evaluate the event | <ul style="list-style-type: none"> • Prepare a written report for the Grapevine, Special Events file and the Club Secretary, preferably to be written by a participant • Prepare a financial report for the Treasurer |

YOUR ROLE AS GENERAL BOARD MEMBER

All Board Members are responsible for the position for which they were elected and for the day-to-day operations of the Club.

| Tasks | Further details |
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| The Board | |
| Carry out decisions made by Club Members at the AGM and at Extraordinary General Meeting(s) | |
| Attend all Board meetings and the AGM | <ul style="list-style-type: none"> • Proceedings at Board meetings are confidential (Bylaws Article IV.B.2) • All Board Members participate fully in discussions and decision making |
| Read and adhere to the Constitution, Bylaws, and Policies and Operating Procedures of the Club | <ul style="list-style-type: none"> • Review annually the POPs chapter relevant to your Board position |
| Be prepared to act as a Board Representative if asked by the President | |
| Be ready to perform extra tasks for the Club as required | |
| Report to the Board on developments in your area of responsibility | |
| Keep files up to date | |
| Brief potential candidates about your Board Position | <ul style="list-style-type: none"> • Instruct them to read POPs |
| During the hand-over period (between the AGM and 1 July), brief the person taking over your Board position | <ul style="list-style-type: none"> • Hand over all relevant files • Instruct them to read the Constitution, Bylaws and POPs |
| The Membership | |
| Attend Coffee Mornings to meet new members and encourage them to participate in Club activities | |
| Attend the annual Activity Leaders' appreciation event | |
| Attend Special Events whenever possible | |