

## **WEEKEND AND WEEK-LONG TRIP LEADER RESPONSIBILITIES**

- 1. Secure necessary lodging reservations. Inquire about payment, deposit, and cancellation policies.**
  - 2. Submit trip details to NNSC calendar coordinator and webmaster. Include dates, location, lodging information, total per person cost, deposit amount and deadline, transportation arrangements, and leader contact information.**
  - 3. Promote the trip at meetings and via club e-mail list.**
  - 4. Collect deposits and submit to NNSC treasurer. Arrange with treasurer to make any necessary deposits with the lodging provider.**
  - 5. Maintain a list of trip participants. (All participants must be paid NNSC members. Confirm with membership chair.)**
  - 6. Secure airline reservations and car rental reservations, if applicable.**
  - 7. Research ski trail options.**
  - 8. Research dining options.**
  - 9. Determine rooming assignments, if applicable.**
  - 10. Collect balance of funds and arrange for final payments to lodging provider, if applicable.**
  - 11. Assist with carpooling arrangements, if applicable.**
  - 12. Monitor snow/weather conditions at destination.**
  - 13. Communicate final trip details to participants.**
  - 14. On the trip:**
    - Maintain a list of emergency contact/medic alert information for all participants.**
    - Greet participants and make introductions.**
    - Organize meal reservations.**
    - Provide trail information and determine participants' ski plans for each day. It is not necessary for the entire group to ski together.**
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