



## **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.**


