

- E **Senior Trip Chairperson** - Shall be responsible for the planning, execution, and accounting of all Major Trips of The Club. A primary responsibility is to pass on to the Junior Trip Chairperson the knowledge gained the prior year, thus ensuring continuity of trip procedures and activities.

Planning involves investigating the various options available for major trips and presenting the recommendations to the Board for final approval and financial authorization.

Execution involves going on the trip (or designating an alternate) and acting as trip director which includes: Handling all trip transfers, accommodations, transportation, and other functions attendant to such trips.

The Senior Trip Chairperson shall co-ordinate and establish a set of procedures for financial accounting and transfer of funds to the Treasurer on a timely basis. This includes turning in a detailed income expense report to the Treasurer on a timely basis, as agreed by the Board (preferably within 30 days after Major trips.)

Shall adhere to all CST and TCRC requirements, as applicable, including using the official CST number in any advertising.

The Senior Trip Chairperson shall provide the Treasurer with receipts for all approved expenses required to perform this function.

- F. **Junior Trip Chairperson** - Shall assist the Senior Trip Chairperson in duties noted above and primarily learn how to do the job so that they will be able to carry out the duties of Senior Trip Chairperson in an efficient manner the following year. Must be able to act as Senior Trip Chairperson on trips when required.

Shall coordinate all elements (including reservations, room assignments, any meal preparations as determined by the Board of Directors) of the Mammoth/local ski trips and adhere to all CST and TCRC requirements applicable. Will be solely responsible for communication with the Mammoth accommodations contact person, paying said bill and authorizing any changes in room assignments.

Accounting involves submitting a detailed income/expense report to the Treasurer no later than two weeks after each Junior trip.