

## **Field Trip Chairman & Committee Job Description**

The Field Trip Committee Chairperson:

- I. Establishes a Field Trip Committee of people who will plan and execute field trips
  - A. Initiates and Chairs Committee meetings
  - B. Meets with Committee Four times a year: in August to plan Fall trips; in October to plan Winter trips; in January to plan Spring trips and in April to plan Summer trips deciding how many day trips and extended trips will be held for each quarter

NOTE: All field trips will be planned or agreed to by the Committee. They will screen trip suggestions from the membership and decide what trips sponsored by other groups to publicize.

- II. Assigns Committee members to organize and make logistical arrangements for each trip  
The Committee member's job will include:
  - A. Recruiting the leader or confirming the suggested leader
  - B. Setting or confirming the trip date
  - C. Scouting the site with the leader if leader needs assistance
  - D. Writing up the trip for the newsletter with a site description including details of the terrain, altitude, difficulty in walking; meeting time and place; lunch arrangements if any; and whether participants need to register with the leader
  - E. Seeing that a trip report is printed in the SAS website
  - F. Deciding what to do if a leader cannot make the trip or if only one or two people register to attend
  - G. Sending out Leader's Guides, Sign-in sheets, Trip Report sheets to leaders
  - H. Writing a personal "Thank You" note to each leader after a trip

- III. Prepares and provides printed materials for leaders
  - A. Guidelines for Field Trip Leaders
  - B. Participant Sign-in Sheets
  - C. Trip Report
  - D. Cover letter from SAS Chairperson

- IV. Works closely with newsletter editor to be sure that field trips are publicized well in advance

- V. Maintains Files with:
  - A. Names of potential trip leaders and contact people
  - B. Ideas of places for possible trips
  - C. Trip reports with notations of successes, timing of trip, bird population, etc.

11/01/04