

Position Description

Field Trip Coordinator

Position Purpose/Overview:

The position of Field Trip Coordinator is an appointed position. This person becomes a voting member of the OCC board of directors. Field Trip Chair arranges field trips for members to shoot together at specified times and places or virtual field trips that are published in the newsletter or shared at a Zoom meeting. Field trips can be local in person, virtual online, or in the newsletter, or multi-day in-person events. Field trips can be led by the coordinator or another person who has agreed to lead that trip but the coordinator is responsible for ensuring that the leader is there to lead and be ready to step in if the leader has to back out.

Duties & Responsibilities:

- Attends Monthly Board Meetings
- Chairs the Field Trip Committee
- Plans and facilitates monthly Field Trips and Virtual Field Trips with the assistance of the Field Trip Committee
- Plans and announces Field Trips and Virtual Field Trips.
- Submits an article monthly to the Newsletter Editor to introduce the upcoming Field Trips and Virtual Field Trips. If the field trip is being led by someone else that person may be responsible for an article in the newsletter. Newsletter deadline to be set forth by the Newsletter Editor.
- Updates the Club's online calendar with the upcoming Field Trip and Virtual Field Trip information as submitted to the newsletter.
- Updates the OCC Facebook Group with information about the upcoming Field Trips and Virtual Field Trips.
- Either the coordinator or the leader of the trip is responsible for an article for the next newsletter after the trip has completed.