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Skiing Committee Job Description

Overview

The Skiing Committee is responsible for recommending the upcoming year's ski trip destinations and prices to the Skiwi Board. The board selects and approves the destinations from the committee's recommendations. The Skiing Committee should also supply the board with detailed cost and pricing analysis in support of their recommendations. Until final decisions have been made, the committee must maintain routine communications (suggested as minimally once every two weeks) with the Skiwi President regarding the status of their evaluations.

Overview of Time Schedule:

- ?? Late April / Early May – solicit bids from tour operators and destinations
- ?? Early / Late May – receive bids from tour operators and destinations
- ?? Late May / Early June – initial determination of where and when to go on trips; submit recommendations in advance to Skiwi Board for review
- ?? June Board Meeting – discuss bids and recommendations with the Board (may need to do this in advance via e-mail or a special meeting)
- ?? June General Meeting – if ready, submit preliminary trip flyers for Skiwiport publication and have copies available for the membership
- ?? July Board Meeting – present final recommendations for approval by board; finalize contracts; write check request to make necessary trip deposits;
- ?? July General Meeting – submit updated trip flyers to Skiwiport editor for publication; have copies of updated flyers available for the membership
- ?? August Board Meeting – early sign ups open to board members wanting to participate on December trip
- ?? August General Meeting – sign ups open to general membership wanting to participate on December trip
- ?? September Board Meeting - early sign ups open to board members wanting to participate on January and later trips
- ?? September General Meeting – sign ups open to general membership wanting to participate on January and later trips

1. Solicit Bids

→ Another bid sheet, comments, comments, etc. which should minimally include the...

- i) Contact person(s) name, phone number (day / night), e-mail address, and a mailing address for where to send the completed bid (to minimize delays, this should not be the Skiwi PO Box);
 - ii) When the completed bid must be received by the club;
 - iii) When a decision will be made and the results made public;
 - c) Visit ski shows, mail / e-mail bid requirements to other tour operators and destinations not present at shows.
 - d) It may be helpful to divide the committee into teams, one team working on a couple of trips, or perhaps one team for the local bus trips and one team for the week long / flying trips. Whatever you decide, maintaining communication between the teams and team members is very important.
2. Solicit for New and Experienced Trip Leaders
- a) Although the trips are still a few months away, it's a good idea to start soliciting for trip leaders in advance. Make sure you've got at least enough experienced trip leaders lined up so there's one for each trip. Don't worry about who is going to do what just yet – the details all seem to work out without too much trouble.
 - b) It's important to assure there are always enough trip leaders to run not only ski trips, but also other activities throughout the year. Most trip leaders get their first taste of running a trip during a ski outing.
 - c) Trip leaders can be solicited via the Skiwiport, at organized social events and activities, and through flyers. However, probably the best way to solicit new trip leaders is by making announcements at General Membership meetings and by talking, one on one with members who you think might do a good job at leading a trip.
3. Evaluate Bids
- a) Utilize any appropriate tools to evaluate bids – some broad criteria to consider might be:
 - i) Exclude those bids that do not meet the criteria in the bid sheet, i.e. the bid neglects to include all portions of a comp, are not returned on time, or don't meet any other conditions of the original bid request.
 - ii) Price - lowest cost does not necessarily mean the best deal. An extra \$10 added to the price of a trip for a party or maid, bell hop or baggage handling may be perceived by the participant as a \$20 value. There may also be perceived added value at no additional cost, i.e. coupon booklets supplied by the destination or a party provided by the tour operator.
 - iii) Consider the reputation of the tour operator. The Skiwis have worked with many different destinations and tour operators over the years. It is preferable that bids are solicited from businesses we have good history with. Unsolicited bids, or bids solicited from new businesses should be scrutinized more thoroughly. You may consider asking the Metropolitan Detroit Ski Council or the National Ski Council Federation for feedback, from their members, on any businesses that may be new to the club.
 - iv) Although not a final determining factor, an attempt should be made to arrange the trips around any race weekends scheduled for the Skiwi Race Team and any scheduled Metropolitan

- c) Prepare final recommendations and e-mail to board members, in a condensed form, in advance of the July board meeting.
5. Present Recommended Bids to Board and Vote / Select Club Trips
 - a) All bid information should be available should the Board request it, but initially the Skiing Committee recommendations should only be presented along with explanations as to why the specific selections were made.
 - b) Request deposit checks from the Skiwi Treasurer
6. Select Trip Leaders for Each Trip
 - a) Past President has 1st choice of which trip to lead
 - b) Current year Skiing Chairperson has 2nd choice of which trip to lead
 - c) Individuals who have never led a trip before have 1st priority for co-leading and being trained on a weekend trip
 - d) Individuals who have successfully assisted running a weekend or weeklong trip the previous year have 2nd priority for co-leading or leading a trip for the upcoming season
 - e) Individuals who have not lead or co-lead a trip the previous year have 3rd priority to lead or co-lead a trip for the upcoming season
 - f) Individuals who have lead or co-lead a trip the previous year have 4th priority to lead or co-lead a trip for the upcoming season
7. Finalize Contracts, Issue Trip Deposits, Tour Operator / Destination Follow Up Phone Calls (explanations) to those not chosen
 - a) Contact those people representing the winning bids and finalize any contract issues – MAKE SURE ALL COMMUNICATIONS ARE IN WRITING!!! Follow up verbal communications with a written summary of that communication. Include date, discussion topic, and any agreed upon items or decisions. E-mail or "snail mail" the summary to the destinations or tour operator and request either a confirmation reply e-mail, or a signature of concurrence via snail mail. Get signatures or e-mail concurrence on everything – this is the only way to win a legal dispute should one arise.
 - b) Contact those bids that did not get selected and be prepared to give a brief explanation as to why they were not chosen.
 - c) IMPORTANT – it is highly unethical, and borders on being illegal if information from any businesses bid is divulge to another business – Please respect the all bids and treat their contents as being confidential!!
 - d) Make sure to send in all deposit checks and make photocopies for inclusion in the trip leader booklet.
8. Prepare Trip Flyers
 - a) Trip Flyers should be completed and ready for inclusion in the Annual Skiing & General Information

the Skiing Committee should plan on helping to assemble the newsletter and work with the Skiwiport Editor to schedule an agreeable meeting time / location.

- c) All trip flyers should minimally contain the following:
 - i) Trip destination, price per person (include price for triple and quad occupancy if applicable, and note that non-MDSC members pay an additional fee - usually \$20), and trip dates as well as the days of travel (i.e. Sunday to Sunday) if the trip takes place other than on a weekend or the usual Saturday to Saturday travel dates; this info should be displayed in large print and be placed prominently at the top of the page.
 - ii) The Skiwi Logo, web page address, and hotline phone number. It is also appropriate (but not mandatory) to include the MDSC Logo, web page address and hotline phone number as space permits.
 - iii) The Trip Leader's name, phone number, and e-mail address to be contacted should the participant desire further trip information. If the trip leader has not yet been chosen, the Skiing Chairperson or a Skiing Committee member's name and phone number may be used instead. Either way, the contact person must be readily accessible via phone (with an answering machine), fax, e-mail, etc.
 - iv) Details about the trip including:
 - (1) The name of the lodging property, the type of lodging (condo, hotel), the layout of the room (2 bedrooms / 2 bath, 2 beds / 1 bath), and a web address for the property if available.
 - (2) The type of transportation from Detroit to the destination (round trip air or Skiwi "party" bus with beer, wine, pop, munchies, etc.), the name of the airline and approximate departure and return times / dates for flights - specify non-stop if appropriate (non-stop is a bonus!).
 - (3) Number of day's lift included and to what areas (i.e. 5 of 6 day, multi-area lift to area x, y, and z, etc.) as well as any special or private shuttles that will transport you to those areas.
 - (4) Whether all ground transfers between the airport and the destination are included (all our trips historically include transfers) as well as airport taxes, gratuities, etc.
 - (5) If baggage handling at the lodging property is included as part of the trip - this is a nice option to include and price into any trip.
 - (6) Any included meals, parties, and etc., whether included in the contract from the tour operator or destination, or as arranged by the trip leaders.
 - (7) Any other extras that may be available for free or at additional cost (specify price).
 - (8) The total number of spots / people going on the trip.
 - (9) A coupon, to be completed and mailed by a participant as opposed to signing up at a Skiwi General Membership Meeting. The coupon should instruct the participant to "Print Legibly" and include a request for their:
 - (a) Name
 - (b) Complete Mailing Address
 - (c) Home / Work Phone Number

upcoming season, and September for trips taking place during January and later for the upcoming season.

- (b) The remaining payments should also be scheduled to coincide with successive General Membership Meetings and the final payment should be scheduled approximately 1 month prior to the trip departure date. The intent is to assure that enough money is coming into the club treasury to make timely payments for all trips without draining the club bank account, while at the same time assuring that enough money has been collected by the participants to cover their expenses should they decide to back out of the trip any time prior to departure – be sure to take into account various lodging and airline drop dates and penalties.
- (c) Deposit of \$100 for weekend trips, \$150 for trips under \$500, \$200 for trip under \$1000, and \$250 for trips \$1000 and over.
- (d) Trips that take place later in the season generally can afford a more lenient payment schedule. However, keep in mind the items in 9(b) above when establishing any schedule.

(11) An informational note prominently displayed and similar to: "This trip opens at the September 21 Skiwi General Meeting. Sign-ups at the meeting will be given priority over mail-ins that may be received prior to the meeting."

9. Trip Leader Information, Pricing Guidelines, Trip Packets

- a) Each trip leader is to be provided with an information packet containing the following items and information at a minimum:
 - i) Skiwi Trip Applications (at least 10 more than will be needed for the trip), Skiwi Deposit Envelopes (for trip leaders to submit money to the Skiwi Treasurer), Skiwi Check Requests (for payments to destination tour op, etc.), Membership Applications (for guests that may want to become members), Skiwi letterhead and envelopes, Skiwi Trip Leader Guidelines, Skiwi Trip Payment Record sheet and a Skiwi Trip / Event Report sheet - examples may also be included for both sheets.
 - ii) The trip budget, broken down with actual costs for the trip (air, lodging, bus, etc.), the amount of money allotted for any bus driver or other tips, and the amount of money allotted for food / drink on bus trips (if applicable) or scheduled trip leader party – trip leaders are to be held fully responsible for any and all moneys they spend.
 - iii) Payment amounts and scheduled payment dates to the tour operator, bus company, etc.
 - iv) Copies of checks for any deposits made to a tour operator, bus company, and etc., made in advance of the trip leader being assigned to the trip.
 - v) Any additional information provided by the tour operator or destination, i.e. trail maps, town maps, discounts coupons, etc.

10. Trip Leader Pre-Meeting

A pre-meeting should be held for the Skiwi Committee and held with all trip leaders

- v) How to handle problems and who to contact should something go wrong prior to (payment issues, contract changes, etc.) or during the trip (flight delays or cancellations, etc.).
- d) Try to establish a routine schedule of communication between a trip leader(s) and the Skiing Committee – it's suggested that trip leaders contact a Skiing Committee member rather than a Committee member contacting the trip leader(s).