



DVAL JOB DESCRIPTION 2024-2025

JOB TITLE: Bus Trip Coordinator

MAJOR DUTIES AND RESPONSIBILITIES:

The Bus Trip Coordinator is responsible for planning/implementing all aspects of the annual bus trip. This is a non-board position and as such attendance at monthly Board Meetings is not required.

DETAILED RESPONSIBILITIES:

- Seeks out potential venues for annual bus trip.
- Presents findings – including bus and venue ticket costs, dates available, etc. to the Membership Activities Director for board approval.
- Arranges a local place for participants to park, board/depart the bus.
- Pay the bus company with a check provided by DVAL Treasurer.
- Purchase snacks and beverages for the trip home.
- All out-of-pocket expenses will be reimbursed by DVAL Treasurer.