

ROUTE DESCRIPTIONS OFFICER'S ROLE

For more information on activities please visit our website - www.wirralramblers.org.uk

DUTIES

- Take receipt of the individual RDs from the leaders, no later than 12 noon on the Monday preceding the following Sunday's coach ramble.
- Collate and edit the weekly RD sheet and ensure delivery to the Bookings Officer, Club Room for Thursday evening and Rambles Secretary.
- Compile the Start Order Sheet to include the walk grading list and ensure delivery to the Bookings Officer.
- Liaise with Rambles Secretary and B+ leader regarding the coach route, journey time, coach parking etc. To liaise with Rambles Secretary and all Leaders in the preparation of a database to provide this information for future years.
- To ensure the group is following GDPR guidance and is compliant with it.

AH/October 2017