

UPDATED: AUGUST 2025

POTOMAC VALLEY WATERCOLORISTS

MAINE TRIP POSITION DESCRIPTION

40 Hours not including the week of the trip

The Leader:

- **Commits to leading the trip for 3-5 years for continuity**
- **Is comfortable handling group dynamics, medical emergencies, and house repair issues**
- **Is Familiar with Maine, Acadia National Park, Mount Desert Island**
- **Handles rental agreements and arrangements with the realtor**
- **Coordinates and assigns rooms**
- **Communicates PVW no cancelation policy**
- **Collects the monies**
- **Mails monies to accountant**
- **Coordinates payment schedule with Accountant**
- **Coordinates with the Financial Committee**
- **Promotes the Maine Trip through other art groups**
- **Creates emails about the Maine Trip**
- **Sends out periodic emails about the Maine Trip**
- **Interacts with attendees and potential attendees re: trip information**
- **Finds renters outside of PVW for rooms not filled by members**
- **Organizes daily Happy Hours for members to share their day, their art, etc.**
- **Organizes the group lobster dinner; each member makes/cooks part of it**
- **Purchases the lobsters, cooks the lobsters**
- **May organize special trips to museums, Cranberry Islands, Schoodic Peninsula**
- **Sends attendees maps, directions, code to get into house, cell phone list, etc.**
- **Purchases provisions such as toilet paper, paper towels, coffee**
- **Handles House repair issues**
- **Handles medical emergencies**
- **Handles minor irritations among members**

PVW has been offering this trip for over 30 years. It is a special property with a spectacular view of the Soames Sound that has enough space to accommodate 10 to 12 people with 7 bedrooms of which 4 are ensuite.

The Maine trip leader needs to be someone that can commit to going to Maine for a period of several years for continuity. It should be someone who is familiar with Maine, Acadia National Park and Mt. Desert Island. You are the trip leader/host in that you provide maps, directions, information about local painting locations, restaurants, questions about other attractions etc. The trip is not organized around teaching or specific events. Each participant is free to do as

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they wish. We have a happy hour each day where the group gathers and shares their day and their art which is optional. We also have a Lobster dinner where everyone shares in the preparation of the meal. Optional trips may be planned such as museums, taking the ferry to the Cranberry Islands, Schoodic Peninsula.

The leader makes arrangements with the realtors Sherry and Joe Wright, L.S. Robinson PO Box 1480 (337 Main Street) Southwest Harbor, ME 04679 PH: (207) 244-5563 FAX (207) 244-9291 The rental begins the first Saturday after Labor Day (Saturday to Saturday). The property is called Balla Cragga. The contract arrangements occur the first week of January. And it is finalized usually by the end of January-early February. Traditionally the previous participants are given priority to reserve a room. This helps with early occupancy. The trip leader assigns rooms.

Payment in full is required and no cancelations will be refunded. This is a policy that PVW has written. Participants are encouraged to get trip insurance for emergencies. It is important to communicate this policy to every participant in writing.

The Maine trip leader emails Maine trip information to the membership in January and periodically thereafter. The Trip leader makes great efforts to rent the rooms that PVW members don't fill. After February/March, any rooms not rented by PVW members, becomes available to non PVW members.

The trip leader emails maps, directions, cell phone lists of attendees, collects the monies and mails to the accountant, purchases provisions: paper towels, toilet paper, coffee. Coordinates with the financial committee.

The trip leader needs to be patient, Resilient and comfortable with handling group dynamics, medical emergencies and house repair issues. (All of which have happened)