

Terms of reference for Travel Officer

- A management committee role.



These Terms of Reference are linked to and draw from the 'Articles of Association and Club Rules' dated 04.02.2008 and serve to provide a further clarification of the Role of the Committee member in pursuance of their duties to the club.

	Reference	Terms
1.	Requirements of role	<ul style="list-style-type: none"> a) Holds full club membership and be current. b) Ability to communicate and work effectively with members and the committee in a supportive and cohesive manner, drive the club forward with ideas in their area of responsibility. c) Ability to liaise effectively with travel organisations and members in pursuit of organising interesting trips for club members. d) Be experienced in foreign travel and cultures. Ideally have foreign language skills. e) Ability to be available at committee meetings every 6-8 weeks and work within club governance for role.
2.	Authority of role	<ul style="list-style-type: none"> f) Makes final decisions on organisation of trips in the UK. g) Enforces security and health & safety matters on trips with members as the travel leader, taking account of local regulations. h) Has a vote on all committee decisions when put to the ballot.
3.	Governance of role	<ul style="list-style-type: none"> i) Maintains a MS word document titled 'G4OC #13 Destination Information.doc' of all major travel destinations and related information, containing destination, dates, duration, likely costs, suitability, and attraction. j) Investigates cost and feasibility of new destinations with travel organisations/experts for potential interest to members of various durations and excitement level. k) Organises trips in liaison with travel organisations/experts when there is demand from the membership and acts as the single point of contact for members and 3rd parties for all matters. Acts as the travel leader during trips or nominates a leader if not travelling. l) Ensures that a risk assessment is performed for any travel plans prior to undertaking a trip and approved by the committee (note that at present all travel/trips are not covered by club insurance, therefore the club undertakes no liability whatsoever). m) Ensures prior approval from club Treasurer before any financial commitments are made. n) Reports at every committee meeting: any change or circumstances of 'travel' matters; expenditure for period; any new ideas. o) Reports any issues arising for day-to-day matters to an executive committee member as soon as possible, by phone or email. p) Any non-conformance to the Terms of Reference will be assessed by the executive committee for the proper functioning of the club and taken to the full committee with appropriate recommendation.

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Acceptance of Office

- All documents, photographs, and such material are the property of the club and maintained by the designated officer for the duration of their term. Documents must not be freely emailed or distributed to other club members and should be only visible to committee members in pursuance of their duties.
- As a committee member, the officer realises that all communication verbal, written, via forum in following their duties and interaction with other members as well as the public, is a representation of the club and a reflection of the committee. It is a privilege bestowed upon them. Therefore, extra care and consideration must be exercised without exception as to the tone and content of their communication.
- Communication should also be prompt in response to other committee member's requests by email, PM or phone. Unless the committee member has notified his absence to other committee members (e.g. due to holiday, sickness, personal matter) in advance, a response should be given within 2 days, even if it is to let the other member know that they will respond fully soon. Due to the responsibility of an executive committee member, he/she must respond within 1 day due to their day-to-day role.
- The officer accepts that the role will require a significant amount of their personal time in order to make the role work for the club. Therefore he/she must satisfy themselves before acceptance of the role that they are able to freely contribute to the club, for their particular office. In special circumstances and for short periods of time, the officer may transfer his/her duties to another officer by full agreement of the committee.
- If the committee feels that a committee member is unable to fulfil their Terms of Reference – hold their office as required and support the proper running of the club, such that it is having a detrimental effect, then the committee will bring this to the attention of the Chairman. This is not a disciplinary process, but an early low key intervention to support the member in their office. However, any significant breach of the Terms of Reference will require a disciplinary action brought against them by the committee.
- The club will not be liable for any travel related liabilities even though a risk assessment may have been ratified by the committee. The personal and material risks to the Travel Officer and travelling members may be significant and not predictable. The Officer fully acknowledges these risks and accepts the role in that capacity.

Acceptance of Committee position

Name:

Date:

Signature: