

## **Trip Secretary**

This role is responsible for organising all trips for the club, ensuring they are inclusive and safe and assuring everything is booked in a timely manner.

### **Personal skills**

- Good communication
- Well organised
- Ability to liaise with people
- Good attention to detail
- Able to plan ahead

### **Key responsibilities**

1. Complete all trip forms and return to USSY staff on time (at least 2 weeks in advance)
2. Contact USSU staff to organise transport
3. Ensure the club has sufficient first aid trained members attending the trip
4. If driving, ensure the driver has their car registered with the SU
5. Fill out appropriate paperwork including risk assessments
6. Book tickets and take correct equipment for the trip