



LOUGHBOROUGH STUDENTS HIKING



This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

CLUB NAME: *LSU HIKING CLUB*
www.lsu.co.uk/society/hiking/

ROLE:
TRIP SECRETARY

Duties & Responsibilities

- Responsible for the organisation of regular hikes and planning routes for LSU Hiking Club members.
- To organise a range of events that interest most members.
- To submit LSU forms to inform of the club's upcoming events in sufficient time.
- To oversee and coordinate the running of events.
- To ensure that Trip Risk Assessments are up to date and signed by all trip participants.
- To organise transport for events, working with the Treasurer to establish budgets.
- To organise trip food shopping.
- To inform members of upcoming trips, and provide sufficient information regarding what people need to bring to each event.
- To liaise with the Kit Secretary in order to ensure that there are sufficient relevant maps and other kit for each area being visited.
- To work with the rest of the committee in order to ensure that members on trips have appropriate personal kit before leaving for the event.
- To establish and maintain good relationships with accommodation providers.
- To ensure that people are booked on to trips in a fair manner.

Opportunities

- Gain valuable transferable skills - e.g. teamwork, organisation and planning, health and safety, and leadership skills.
- Can choose where the club goes, and quality of accommodation.
- Meet new people.
- Improve mountain leadership skills.
- Looks great on your CV.

Desirable Qualities

- Good at coming up with ideas.
- Good navigator and route planner.
- Easily approachable.
- Good organisational skills.
- Comfortable with responsibility.

Approx. Time Commitment

- Minimum 8 hours p.w. – no max. (assuming one Trip Sec only)
- Should attend most trips.