



Mission statement: Head of Travels

The Head of Travels is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Head of Travels' tasks, in addition to the collective commitments and duties that falls on all the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Head of Travels to:

1. Arrange at least one trip each operational year for the association's members.
2. Make sure the trip is in line with the association's purposes and include study visits.
3. Decide on project trips destination and departure in consultation with the board.
4. Recruit participants for project trips.
5. Lead and delegate the work concerning the trip from when a group of participants is established. This work includes ideas of activities and study visits, as well as ensure departure and tickets, transfers and accommodation.
6. By the start of each semester create a detailed budget plan treating expected expenditures that arise in relation to the trip, which will be handed over as a basis for the budget to the Treasurer.
7. Apply for grants for the trip through consultation with the treasurer.
8. On a regular basis report on the progress of the trip to the board.
9. Present propositions of the distribution of slots for the trip, the price for participating and propositions of agreements/contracts with the travellers, as well as practical information about the financing to the board in good time.
10. After a trip is concluded analyse how members found the trip and what could be better done in the future.
11. Keep close contacts with the PR-group to spread information about the trip.
12. Collaborate with the Head of Activities and Heads of Programme to arrange events/lectures

connected to the trip.