



## **Terms of Reference - Touring Sub-committee**

### **PURPOSE**

The main purpose of the Touring Sub-committee is to assist the Touring Secretary with the composition, administration and development of the club's touring programme. In discharging its responsibilities, the sub-committee will:

- Advise on the balance of the Touring Programme (in terms of guided .v. club-led, locations, style of tour etc).
- Review and advise on any tour proposals which are out of the ordinary.
- Provide advice to support maintenance of the following documents: Tour Application Form; Tour Grading System; Instructions for Tour Leaders, Guides and Co-ordinators.
- Provide input on all other matters of touring strategy.
- Provide input to the club's training strategy and requirements for training courses for both new and existing leaders.
- Assist with the maintenance of those areas of the club website related to touring.
- Assist with the running of the Tour Leaders' Meet.
- In association with the PTL organiser, identify and encourage prospective tour leaders and co-ordinators.
- Implement the Club's strategy and priorities, identifying key actions that will be delivered over the next 12-18 months and budget requirements for discussion and approval at the June Committee meeting each year.
- Provide a report on progress against agreed actions, and any remedial action to be taken, at the November Committee meeting each year.

### **COMPOSITION**

- The terms of reference and composition of the sub-committee will be presented to the Committee for approval in June each year.
- The Touring Sub-committee shall consist of a minimum of 4 people and a maximum of 9 people, and will be chaired and co-ordinated by the Touring Secretary.
- Working groups may also be established from members of the Touring Committee and other club members as necessary to help with or advise on specific matters, such as the Potential Tour Leader Steering Group which supports the Potential Tour Leader Organiser in running the Leadership Development Programme.
- Roles of members of the Touring Committee will include, but not be limited to, the Potential Tour Leader Organiser, Training Officer and Scottish Meets Secretary.
- Members of the sub-committee should preferably be active but definitely experienced ski tourers – either as Club Tour Leaders or actively touring as a member of guided parties (and probably acting as a Tour Co-ordinator).

- The Touring Secretary will invite suitably qualified club members to join the Touring Sub-committee and appoint them to designated roles as appropriate.
- Members may be invited to join the sub-committee at any time of year subject to approval by the main committee.
- Members of the sub-committee would normally be expected to serve for an initial term of 3 years, which could be extended for a further term of 3 years or more by mutual agreement and the approval of the main committee.

## **MEETINGS AND COMMUNICATION**

- The Touring Sub-committee will conduct business via e-mail, group 'phone or video conferences and face-to-face meetings.
- The Touring sub-committee will meet annually at the Leaders' Meet and preferably on at least one other occasion during the calendar year as arranged by mutual agreement.
- The Touring Secretary will promote the work of the sub-committee through the website, newsletter, etc to ensure that all club members are aware of the sub-committee and have a chance to volunteer.