

ROLE OF THE TRIPS COMMITTEE

14 JULY 2011

Internal & external circulation

1. INTRODUCTION AND BACKGROUND

- 1.1 The decision to establish a Trips Committee was made at a Staff Meeting on 26th May, 2010.
- 1.2 In expressing its appreciation to the staff for this initiative at its meeting on 16th December, 2010, the Board added some duties to the responsibilities of the Committee, mainly in the area of fundraising oversight to comply with the-then EDB regulations and expectations.
- 1.3 Trips Committee members have acknowledged that they have struggled at times to perform their duties effectively because of lack of clarity in the Trips Committee's brief. In response to the need to clarify its role, the Trips Committee submitted a draft to the Principal on 26th May 2011 to clarify the Committee's duties and responsibilities.
- 1.4 The Principal adapted the draft to produce this document in order to ensure that an effective working framework was in place prior to the arrival of the new Principal.
- 1.5 Everything in this document should be interpreted within the context of Board policies, especially the Policy on Student Travel Outside Hong Kong and the Policy on Fundraising.

2. MEMBERSHIP OF THE TRIPS COMMITTEE

- 2.1 The Trips Committee comprises six members of the teaching staff, who agree to serve on the Committee for a two-year period. Elections for new members are conducted each year at the first staff meeting of the new academic year.
- 2.2 As this document defines new terms of reference for the Trips Committee, and it is therefore not reasonable to expect previous members of the Committee to agree to the new terms of reference by default, nominations shall be called for all six positions at the first staff meeting in August 2011. Lots shall be drawn to determine which members serve for one year, and which members serve for two years.
- 2.3 From August 2012 onwards, three new volunteers shall be called for at the first staff meeting of the new academic year (with three members remaining on the Committee for continuity). If more than three members of staff express an interest, a vote will be taken.
- 2.4 The quorum for a meeting shall be four members. If fewer than four members of staff are prepared to serve on the Committee, the Committee shall be disbanded until the first staff meeting of the following year, when new nominations shall be invited.
- 2.5 During periods when the Trips Committee is not functioning because of lack of a quorum, the decisions that would normally have been made by the Trips Committee will instead be made by the Principal, in consultation with the teachers-in-charge of the trips in question.

3. COVERAGE OF THIS FRAMEWORK

- 3.1 The framework described in this document applies to all staff-led trips outside Hong Kong with students, and trips led by other adult leaders if approved by the Principal. This includes China Week, Project Week, and other College trips such as those involving IFP, MUN, TraffickLink, the DPRK Goodwill Initiative, etc.

4. THE ROLE OF THE TRIPS COMMITTEE

- 4.1 The role of the Trips Committee is to support the work of the teachers who are organising trips for students of the College.
- 4.2 In supporting the trip organisers, the Trips Committee should:
- 4.2.1 ensure that all trips are open to all eligible students;
 - 4.2.2 ensure that the selection of students by the teacher-in-charge is needs-blind, and that the students on the trip represent a reasonable distribution of genders, regions, ages (if applicable), and other characteristics that reflect the diversity of the College as a UWC, in terms of the criteria and number of students set by the teacher-in-charge and approved by the Principal;
 - 4.2.3 ensure that the requirements of financially needy students are fully addressed;
 - 4.2.4 ensure that financial accountability is transparent, and that all proposed trips have a realistic budget showing the income and expenditure, and a signed statement of financial outcome in terms of income and expenditure after the trip;
 - 4.2.5 ensure that any fundraising is conducted in compliance with the Policy on Fundraising, including checking that all approvals have been obtained beforehand from the Principal as required by the Policy; and
 - 4.2.6 ensure that all the provisions of the Policy on Student Travel Outside Hong Kong have been followed by the teacher-in-charge.
- 4.3 The Trips Committee should not communicate directly with students about trips for which the Committee has oversight. All communications with students about a trip should be through the teacher-in-charge, except in extreme or emergency cases, in which case communication should be through the Principal.

5. MEETINGS OF THE TRIPS COMMITTEE

- 5.1 The frequency of meetings of the Trips Committee may vary according to need, especially during the period leading up to the departure date of a trip, but the Committee should meet at least once per month on a day that is agreed mutually by the members of the Committee.

- 5.2 To comply with EDB Guidelines and expectations, as well as the practice of all committees within the College, the Trips Committee should take minutes of its meetings, which are made available publicly, such as by posting them on the College network.

6. EFFECTIVE DATE

- 6.1 This framework will be posted in a public place, such as on the College's network.
- 6.2 This framework was implemented immediately upon approval by the Principal on 27th July 2011, and was communicated as a courtesy to Board members on the same date.
- 6.3 This framework may be reviewed by reviewed by the Principal in consultation with the teaching staff as deemed necessary.