Expedition

Roles & responsibilities

# Chief Leader

1. Ensure that the planning and organisation of the expedition is a joint project. Involve the leader team, venturers, training team and BEG members in decision making as often as deemed appropriate.
2. Ensure that the expedition fulfils the aims and objectives of BEG and that the BEG ethos prevails throughout all activities connected with the expedition.
3. Ensure that all meetings are minuted and that properly maintained accounts and financial statements are available to BEG on request.
4. Be fully conversant with –
   * + - * BEG safety policy
         * YET safety guidelines
         * All relevant forms and documentation
5. Be prepared to communicate with the BEG committee immediately if a serious problem should arise at any stage of the expedition organisation.
6. Report to BEG regularly. A brief report should be given at each BEG meeting.
7. Select a Deputy leader and keep that person fully briefed on all aspects of the expedition and the expedition team.
8. Be prepared to be the ultimate decision maker. Take ultimate responsibility for the group safety and morale.
9. Ensure expedition aims are achieved.
10. Organise meetings. Communicate with leaders, venturers and training team openly and regularly.
11. Liaise with training team to formulate a suitable training programme.
12. Delegate aspects of organisation as appropriate and support all members of the team in their contribution to the expedition
13. Co-ordinate expedition itinerary, arrange insurance and visas. Ensure BEG insurance also covers activities.
14. Appoint expedition Doctors.
15. Ensure that all parents are kept well informed about all aspects of the expedition.
16. Liaise with Emergency Response Group to establish home contact and emergency procedures.
17. Ensure that all relevant information is collated for the “emergency file”.
18. Ensure that an expedition log is kept and that a detailed expedition report is produced upon return.
19. Be ready to step into any leader role as necessary.

**Deputy Leader**

1. Forge a relationship with the Chief Leader to create an air of harmony, trust and understanding with regards to the organisation and execution of the expedition.
2. Work closely with the Chief Leader on a wide range of issues in particular those involving fellow members of the leader team and to liaise with those fellow members in all aspects relating to the Ventures.
3. Display a good knowledge and understanding of the Yet Code of Practice and ensure that these guidelines, approved by BEG, are adhered to in all matters relating to the Expedition.
4. Follow the philosophy of the Chief Leader in promoting an honest, open and democratic form of leadership while reserving the right to make an autocratic decision if the circumstances dictate.
5. Discuss with the Chief Leader at the earliest opportunity, any decision made by him that appears to be of a controversial nature causing concern or creating a negative impact on the group and advise on any appropriate action.
6. In the absence of the Chief leader, act as chairperson at any group meetings.

1. In the Event of the Chief leader having to stand down, be it before, during or after, the expedition, the Deputy Leader will take immediate charge. The Leadership change should be such, that minimal disruption will take place and a new Deputy Leader should be selected as soon as possible. The new Chief Leader must follow the remit laid down by BEG.

8. In a situation where the Chief Leader becomes temporarily indisposed, then the Deputy Leader will again take full charge, having the remit to make any decisions necessary but will relinquish this role when the Chief Leader returns. It is therefore important that both Chief leader and Deputy have a good working relationship with clear aims and objectives.

1. The Deputy Leader is an important member of the Leader team and must therefore liaise and fully integrate with all other members of the team. The Deputy Leader should, where appropriate, accept instructions and delegation of tasks on an equal footing with other team members.
2. The Deputy Leader of the Expedition must be fully aware of the level of responsibility attached.

###### Fundraising Co-ordinator

* + - 1. To ensure that the expedition has adequate funding for all activities.
      2. To support participants in individual fundraising.
      3. Keep an accurate record of all fundraising activities undertaken and monitor them to unsure they fall within our agreed remit.
      4. Monitor all grant applications.
      5. Work in close co-operation with the expedition treasurer.
      6. To promote the positive benefits of the expedition.
      7. To ensure that all those who donate funds to the expedition are properly acknowledged.
      8. To contribute to the expedition report on return.

# Environmental Phase Co-ordinator

1. Plan, organise and implement a suitable environmental project in the expedition country
2. Liaise with host organisation prior to, during and after the completion of the project.
3. To contribute to a long lasting environmental project.
4. To assist the safety of all aspects of the environmental project and communicate with the leader team.
5. Compile an equipment list for the project and liaise with the equipment officer to organise equipment.
6. Include other leaders and venturers in aspects of organisation as appropriate.
7. Produce an environmental policy for the expedition.
8. Contribute to the expedition report on return.

# Doctor

1. Anticipate potential health problems.
2. Provide advice about immunisations.
3. Participate in the planning and delivery of the First aid Training for leaders and venturers.
4. Produce handouts giving basic advice on

* Avoiding illness
* Avoiding accidents
* First aid kit

1. Compile a suitable group first aid kit. Procure donations from drug companies if possible.
2. Provide health care for the group throughout the expedition

* Daily clinic
* Emergency treatment as required

1. Be aware of the ethical considerations regarding medical treatment in the expedition country and deal with any local requests appropriately.
2. Be fully involved in the preparation and carrying out of necessary emergency response procedures.
3. Maintain a detailed medical log.
4. Contribute to the expedition report on return.

**Travel Co-ordinator**

1. Take care of all travel arrangements both in the UK and the expedition country. This will apply to the advanced party as well as the main group.
2. Communicate details of bus/air transport to the leader team.
3. Collect all tickets as appropriate and check that everything is in order.
4. Take responsibility for any necessary arrangements at the airport e.g. waiting area for group.
5. Ensure that information about travel arrangements is available to parents.
6. Contribute to the expedition report on return.

**Adventure Phase Co-ordinator**

1. Research, plan and organise a suitable adventure activity for everyone in the group.
2. Ensure that we are employing the services of an ethical company.
3. Liaise with any company before, during and after the expedition.
4. Ensure that all guides etc. are appropriately qualified and have necessary insurance.
5. Ensure that all permits are purchased.
6. Involve other leaders and venturers in decision making as appropriate.
7. Contribute to the expedition report on return.

**Equipment Officer**

1. Take responsibility for all BEG equipment used during training and keep records of equipment removed and returned to central stores.
2. Ensure that we always have the necessary equipment during training and throughout the expedition.
3. Liaise with the BEG equipment officers where appropriate, in all matters relating to BEG equipment.
4. Investigate securing discount for the purchase of individual and group equipment from shops and businesses.
5. Arrange transportation of group equipment.
6. Arrange for the safe and secure storage of group equipment when in the expedition country
7. Attend to the general maintenance of the group equipment.
8. Compile a list of requirements for group equipment.
9. Compile a kit list for individual team members and advise on purchase of appropriate items.
10. Contribute to expedition report on return.

**Parental Liaison Officer**

1. Keep parents informed of expedition progress through letters/newsletters as deemed appropriate.
2. Organise parents evenings.
3. Be the first point of contact to provide advice and re-assurance to concerned parents.
4. Refer parents to appropriate leader.
5. Inform Chief Leader of any major issues raised by parents.

**Community Phase Co-ordinator**

1. To generate, discuss and confirm possible community projects in the expedition country
2. Establish communication links with host organisers.
3. Organisation of project activities, accommodation and other facilities.
4. Oversee the implementation of the projects in the expedition country
5. Collection and distribution of educational resources and other materials deemed beneficial to our hosts.
6. Compile an equipment list and liaise with the equipment officer to ensure that the necessary tools, materials and equipment will be available on site.
7. Involve other leaders and venturers in the planning and organisation of the project as appropriate.
8. Contribute to the expedition report on return.

**Catering Officer**

1. Ensure that everyone has enough to eat and drink.
2. Create a varied and nutritional menu. Involve other leaders and venturers in this.
3. Be responsible for the setting up of the kitchen and cooking areas.
4. Compile an equipment list for cooking equipment and liaise with equipment officer to ensure purchase of necessary items.
5. Ensure that all food is safe to eat.
6. Arrange for the safe and hygienic storage of food when in the expedition country.
7. Produce guidelines\code of conduct for those working on food preparation, cooking and washing up duties.
8. Make arrangements for water purification on a daily basis.
9. Be aware and take into account any particular dietary requirements within the group.
10. Ensure that all leaders and venturers take responsibility for shopping and kitchen duties during training and throughout the expedition
11. Contribute to expedition report on return.

**Safety Officer**

1. Carry out risk assessment of all activities throughout training and during the expedition.
2. Advise Chief Leader in any decision making based on safety issues.
3. Maintain a detailed safety log.
4. Advise leaders and venturers regarding potential hazards and safety issues.
5. Whenever possible have a site visit of the working area before the group moves in.
6. When outside agencies are employed by the group ensure they are properly insured, qualified and fully competent – liaise with the phase co-ordinators on these issues.
7. Compile a brief set of safety guidelines for training purposes.
8. Contribute to expedition report on return

**Treasurer**

1. Account for all monies received and payments made.
2. Keep account of individual funds for each leader/venture and ensure update is provided to all expedition team members at each training weekend.
3. Make payments as necessary before, during and after the expedition.
4. Arrange payment for as much as possible before departure
5. Liaise with the BEG treasurer when necessary.
6. Obtain currency and consider how to access funds when in expedition country
7. Arrange for the safe keeping of funds in expedition country and how funds should be accessed in an emergency
8. Produce simply account books to issue to other leaders who are given working capital when in expedition country
9. Produce final accounts for expedition report.
10. Advise parents and venturers on appropriate spending money.
11. Inform Chief leader of any potential problems regarding adequacy of individual or group funds.

**Social Phase Co-ordinator**

1. To liaise with all venturers and establish common interests to enable a suitable social phase to be formulated.

2. To organise the social phase of the expedition.

3. Ensure that any necessary preparatory work is conducted by the venturers prior to departure.

4. Ensure that all necessary equipment and materials are taken out by the group.

5. Liaise with any contacts in expedition country

6. Oversee the smooth running of the social phase when the team is in expedition country

7. Be available for advice and guidance to the venturers in their chosen topic.

8. Coordinate the venturers reports upon the expedition return and ensure something tangible is produced.

9. Contribute to the expedition report.

**All Expedition Leaders**

* 1. Share responsibility for the emotional and physical welfare of oneself, other leaders and venturers.
  2. Be aware of and work within the boundaries of relevant safety guidelines and insurance provision.
  3. Ensure that the ethos of BEG and the expedition aims are the primary motivation for any activity associated with the expedition.
  4. Be prepared to take charge of situations as necessary, assess risks and make decisions.
  5. Provide a positive contribution to the morale of the expedition team.
  6. Co-operate with others in the team to ensure that expedition aims are achieved.
  7. Provide opportunities for personal development of leaders and ventures. Share skills and involve others in decision making whenever possible. Share ideas and listen to others.
  8. Support venturers and fellow leaders in their individual fundraising through the cluster group system.
  9. Participate in all aspects of group fundraising.
  10. Promote the expedition and BEG within the local community.
  11. Be prepared to take on any appropriate tasks delegated by the chief leader.
  12. Contribute to expedition diary and report.