

Background

The British Dragonfly Society (BDS) is a charity and the name is well respected, so we must act at all times in the best interests of our members and of dragonfly conservation. This may at times require patience and a high level of diplomacy.

This document sets out to define the role of the Vice-County Recorder and how the BDS can best support the VCR network. BDS has a policy for Local Groups which may already cover part of the VCR role as described below.

A VCR policy is important because it provides:

- An informal agreement, so everyone knows where they stand
- Consistency
- Clarity
- Communication
- Expectations
- Support
- Recruitment and induction principles

Core activities of a VCR (these may be carried out by more than one person, but a single VCR point of contact is required)

- Collating county records, validating & verifying records, sending records annually to the Dragonfly Recording Network central database
- Directing recorder effort, for example:
 - Distribute/draw attention to the current county map showing under-recorded squares
 - Distribute/draw attention to presence / absence maps for individual species
 - Ask for more volunteers to adopt under-recorded squares or special sites
- Keeping all recorders in the county up-to-date with recording progress
- Producing an annual Darter newsletter article
- Acting as a central point of contact in the county for conservation and key site advice

Regular recorders may be alerted to under-recorded squares in a number of ways:-

- By articles in local natural history newsletters or on local websites
- Directly by email or letter
- By personal contact at events and field meetings where 10km maps may be displayed
- In response to queries about “how they could help”

Additional activities (Optional extras that would be helpful to the BDS and may enhance county recording)

- Promote membership of the BDS
- Provide annual volunteer timesheets to support vital BDS funding requests
- Arrange field meetings, run workshops, give talks and attend events to raise the profile of dragonfly recording and conservation
- Set up a BDS Local Group or support existing Local Group involvement by attendance at events and meetings
- Data analysis and presentation as detailed feedback to recorders
- Liaise and cooperate with Local Record Centres and other wildlife groups in the county and surrounding areas, where appropriate

- Post requests for records on county email forums – requesting the ‘what’, ‘where’, ‘when’ and ‘how many’ for all records
- Provide advice to local authority bodies as necessary or when requested to do so

BDS Support for VCRs

What the BDS can provide:

- Equipment if requested and funds allow
- Materials for publicity, membership forms etc
- Training in species identification and ecology
- Recording system software (currently AditSite)
- Recording system training and support
- Health & Safety advice (e.g. Risk assessments for field visits, events etc)
- Insurance cover
- Contact details of other BDS members in the county (Note: the Data Protection Act only allows us to do this if the VCR is also a BDS member)
- Annual Recorders Day - Sharing knowledge and experience within the co-ordinated VCR network
- Recognition of the various skills that people bring to the role
- Regular communication (Darter, BDS Update etc)

It is expected that in order to receive the above support from the BDS, that the VCR will be a member of the BDS wherever possible.

If the core activities of a VCR are not carried out and the BDS fails to receive sufficient records from a Vice County to serve its needs as a data provider and advisor on dragonfly conservation, the BDS may seek to replace the VCR with another individual or group.