

BDS Policy on Volunteers

Please note: this policy should be read in conjunction with the policies for BDS County/Area Dragonfly Recorders and BDS Local Groups where appropriate.

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 the Society.

The BDS benefits greatly from the activities of volunteers at all levels of its work. These currently include Trustees, voluntary Officers, DCG members and our network of BDS County/Area Dragonfly Recorders. BDS volunteers also encompass a wide range of individuals who run local BDS groups and/or promote dragonflies and the BDS on social media, at public events, by giving talks, by running workshops and by leading field meetings etc. A considerable number of volunteers record dragonflies in the field and submit records either online or through their local BDS County/Area Dragonfly Recorder.

The BDS will:

- Provide support and training as required.
- Provide generic Risk Assessments for completion by volunteers. Volunteers should never put themselves at unnecessary risk or be asked to do so.
- Strive to provide up-to-date information via BDS publications, BDS e-news and individual messages sent to particular groups.
- Seek opportunities for volunteers to take part in or attend BDS and other arranged meetings or events.
- Treat all volunteers fairly regardless of gender, sexual orientation, age, marital status, colour, race, nationality, ethnic background, disability, religion or belief.
- Where there is a special need the BDS may reimburse actual expenditure incurred, but only by prior arrangement.

The roles of BDS volunteers are varied, but all volunteers should:

- Encourage BDS membership as a way of supporting dragonfly conservation.
- Strive to answer queries, emails and other enquiries or questions promptly, politely and to the best of their abilities, referring more complex matters to BDS Trustees, other officers or staff as appropriate.
- Always act in the best interests of the BDS and its members and never bring the name of the BDS into disrepute.
- In their activities treat all fairly regardless of gender, sexual orientation, age, marital status, colour, race, nationality, ethnic background, disability, religion or belief.
- Deal with money from memberships, sales, donations and other sources promptly, sending such funds to the appropriate BDS Officer.

- Never generate liabilities to the Society without the prior approval of the BDS Trustees.
- Never use the BDS name for campaigning without first gaining the permission of the BDS Trustees for each separate campaign.

Where volunteers act outside these guidelines they will be subject to the BDS Disciplinary Policy.