

Volunteer Role Profile – England Field Meetings Secretary (Committee for England member)

Role:	England Field Meetings Secretary (Committee for England member)
Responsible to:	Honorary Field Meetings Secretary and Committee for England
Term:	Committee for England term is 3-9 years and this role fits within that term. Members are appointed to committees for a 3 year term and can stand for a further 3 year term. Exceptionally, where they have a very active role or particular skill set, they can stand for a further 3-year term (9 years total).
Time Commitment:	Collate a programme of field meetings in England to provide a geographical spread. Contact potential meeting hosts, obtain meeting adverts, gather meeting reports at end of field season and general communication with meeting hosts. Optional to assist with formatting meeting adverts and reports. Time commitment is variable: 6+ days per year, must have availability in October and November. Report to committee for England and attend committee meetings and email correspondence in between. Additional 2+ days per year, depending on your availability and interests. See below for more details.

Contacts for further information:

England Field Meetings Secretary – Mary Dean: themarydean@aol.com

Honorary Field Meetings Secretary – Jonathan Shanklin: fieldmeetings@bsbi.org

Background

Can you help us shape the field meetings / workshops programme for England, within the overall BSBI programme of member events and training activities?

The Botanical Society of Britain and Ireland (BSBI) works to advance the understanding and appreciation of wild plants and support their conservation in Britain and Ireland. Through our events and communications, science and data, and training and outreach, we work towards a world where wild plants thrive and are valued. We welcome and support everyone interested in wild plants, from beginner botanists and non-specialists to renowned experts in the field.

We have an interesting opportunity for a BSBI member to join our Committee for England and take on the role of England Field Meetings Secretary. You would be actively involved

in taking forward our programme of field meetings and training workshops as the main contact for these events in England.

We are particularly looking for someone with a passion for the environment and the place of plants in it, and with some experience of administration and written communication. This role might suit someone who has no, or little, experience of committees, but is keen to become involved. This role is desk-based and does not require any botanical experience, and we welcome someone with the enthusiasm and time to help us make a difference for botanists, botany and wild plants. Current role holder will provide a suitable handover period.

BSBI aims to be transparent and inclusive in the way we recruit and support our committee members. We welcome and value diversity and recognise that difference brings a wide range of perspectives that is valuable to our work.

The Role – responsibilities, tasks and time commitments

The England Field Meetings Secretary collates a programme of field meetings / workshops to engage members, enable new friendships and offer training opportunities for members at all levels of experience. This role is part of the **Committee for England**. The committee consists of up to 12 BSBI members, including the Chair and Secretary. The Communications Officer attends meetings, along with other BSBI staff.

As England Field Meetings Secretary your role will be to:

- in autumn, collate a programme of field meetings / workshops for the following year, with a consideration to geographical spread across England. Some meetings will be offered, you will contact a few vice county recorders and other potential meeting hosts to request additional meetings
- follow up on offers and collect meeting adverts for forwarding to Hon. Field Meetings Secretary. Help with checking the list of meetings for the BSBI Yearbook
- during the field season, be a point of contact for meeting hosts and leaders. Thank hosts / leaders post meetings. Respond to very occasional emails from members.
- collect meeting reports, some will be sent during the season. In early autumn, follow up on the remaining reports for forwarding to Hon. Field Meetings Secretary
- if time commitments allow, check meeting reports for format required for Yearbook
- prepare annual written report for the Committee for England AGM (February)
- prepare verbal report for the two meetings of Committee for England (January and October)

Committee for England meetings are held twice a year, 3 hours each, generally in the afternoon, in January and October. Meetings are generally held online, but some may be face to face. Your travel will be reimbursed for in person meetings.

As a committee member your role will be to:

- read preparatory papers, attend committee meetings, report on the field meetings programme, contribute your ideas and suggestions to help develop the activities, planning and decision making of the Committee (2 meetings a year, approx 4-5 hours per meeting for preparation and attendance)

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- Follow up actions you've agreed to take on and respond to emails requesting ideas or comments on committee business between meetings (a few hours per year)
- Optional – join working groups to plan, develop and take forward BSBI's activities; (around 1-4+ days per year, depending on what commitments you take on)
- Optional - Attend the annual BSBI Forum, a meeting of all BSBI committees with trustees and staff to celebrate, discuss and plan our work together (1 day per year, online or face to face).

Members normally sit on a committee for three years at a time, up to a maximum of nine years. The Committee chair and secretary will be elected from amongst the members of the committee and serve for a three-year term. Membership of the Committee may not be renewed if a member does not attend meetings without due reason.

Benefits

Becoming England Field Meeting Secretary and joining the committee and is a great opportunity to help shape and make a difference to BSBI's activities and connect with other BSBI members and the botanical community. Your motivation is important to us, and we aim to identify how we can support you and develop your skills and experience, as well as asking for your time and input.

As a member of the Committee for England, you will use your current skills, knowledge and experience, and develop new ones in areas such as working together as a committee. Importantly, you will also be helping BSBI work towards a world where wild plants thrive and are valued, so you'll find genuine satisfaction in making a difference.