

Volunteer Role Profile – Skills & Training Committee member

Role:	Skills & Training Committee member
Responsible to:	Chair and Secretary of the Skills & Training Committee
Term:	3-9 years. 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:	Attend committee meetings and email correspondence in between. 3-4+ days per year, depending on your availability and interests. See below for more details.

Contacts for further information:

Skills and Training Committee Chair – Seb Stroud S.E.Stroud@leeds.ac.uk

Chantal Helm, BSBI Training Co-ordinator - training@bsbi.org or chantal.helm@bsbi.org

Background

Can you help us shape BSBI's activities and plans?

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 training and outreach, science and data, events and communications, 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 exciting opportunity for BSBI members to join our Skills & Training Committee, which contributes to BSBI's work in developing BSBI's training and education work. You do not need to be an expert botanist to apply - your skills and experience of botany, whether beginner, intermediate or expert, will complement the existing committee membership and provide a valuable insight into training needs. We are particularly looking for someone with capacity to organise occasional training events and/or some of the following skills, knowledge or experience: administration and interpersonal skills; experience of identifying tutors or following up contacts; experience of setting up, running or supporting courses or workshops; experience of developing educational resources or publications; experience on making decisions on grant applications. Most of all we need someone with the enthusiasm and time to help us make a difference for botanists, botany and wild plants.

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 Skills & Training Committee aims to advance BSBI's work provide and signpost to botanical learning and engagement resources, publications and training events for all abilities; takes decisions on training and plant study grants; provides input and oversight of the BSBI's handbook series, Identiplant training course and FISC botanical assessments. The committee has up to 12 members, including the Chair and Secretary. There are working groups on Handbooks publications, Identiplant, FISC, Botany for All and a panel for Training/Plant Study grants. The Communications Officer and Training Coordinator attends meetings, along with other staff from time to time.

The main Committee meetings are held online, twice a year, in February and October. Generally 2-3 hours each in late afternoon/early evening.

As a committee member your role will be to:

- Read preparatory papers, attend meetings and contribute to discussions and decision-making
- Contribute to email discussions including grant applications and follow up actions you have agreed to take on
- Prepare papers/discussion documents etc. to address the issues and opportunities raised.
- (Optional): Contribute to organising training courses or to other activities of the committee and/or be members of working groups reporting to the Committee
- (Optional) Attend the annual BSBI Forum, a meeting of all BSBI committees with trustees and staff, to celebrate, discuss and plan our work together

Members normally sit on a committee for three years at a time, up to a maximum of nine years. The Committee Chair, Vice-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

Joining the committee 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 Skills & Training committee, you will use your current skills, knowledge and experience and develop new ones in areas such as working together as a committee, being involved in various aspects of education resource development and the organisation and running of events by contributing to discussions, guiding educational resources and events, developing ideas and plans, contributing to discussions, planning and organising training, awarding grants, decision-making and networking. 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.