



# **Sandwich Bay Bird Observatory Trust**

**Guilford Road, Sandwich Bay, Sandwich, Kent, CT13 9PF**

www.sbbot.org.uk   info@sbbot.org.uk   01304 617341

Registered  
Charity  
no. 289343

---

## **VOLUNTEERS POLICY**

1. SBBOT is largely dependent on the work of volunteers and recognizes the vital role that they play in the organization.
2. The officers i.e. Chair, Vice chair, Treasurer and Secretary are all volunteer roles as are all the Trustees of the Council.
3. New members are encouraged to become volunteers as soon as possible after joining and information about volunteering opportunities is included in new members' packs.
4. Volunteers support all aspects of SBBOT's work:
  - recording of wildlife
  - ringing
  - working with our conservation team
  - providing information and welcome in the bird hides
  - membership and financial affairs
  - premises management and maintenance
  - housekeeping duties (when employees are not available) including, accommodation and food safety routines
  - garden maintenance
  - staffing the shop
  - fund raising
  - welcoming of visitors
  - promotion and publicity

Volunteers who are not yet members of the Trust will be encouraged to do so.

5. The Volunteers Co-ordinator has a general oversight of volunteer work and arranges an induction to their area of work by the lead person in each area. Regular meetings to keep volunteers abreast of changes and initiatives are arranged by this Co-ordinator. The SBBOT Volunteer's induction file is made available to all volunteers.
6. Relevant training is arranged where necessary by the Volunteers Co-ordinator
7. Volunteers are referred to all the Observatory's policies which are kept on open access in the lecture hall and given copies where appropriate. All policies are freely available on the website.
8. Costs incurred for purchases in the carrying out of volunteering duties can be refunded on production of the relevant receipts.
9. Volunteers work in a supportive environment and their contribution is formally acknowledged by the Chair in the annual report and in the report to the AGM in addition to informal acknowledgements throughout the year.

