Volunteer Pack
Welcome and thank you for joining us as a British Science Association branch volunteer!

This induction pack is designed to help you on your journey as a branch volunteer. It's full of resources that can help you settle into your new branch, learn about your new volunteer role, and support you with your personal development.

In this pack you will find:
- **Volunteer induction check list**: a guide to all the things you’ll need to know when you first start volunteering at your branch
- **My branch**: a place to note down all the information you need about your branch, including key contact details
- **Making the most of your volunteering**: tips and ideas of the role you can play at your branch, and how to best use your time
- **Personal development plan**: a template to set goals and track your new skills and experiences throughout your time volunteering
- **Volunteering hours log**: a template to log the volunteering hours you are doing
- **Training and support**: information about the support and training that the BSA Engagement Team can offer, as well as other resources you can access as one of our volunteers

In addition to this pack, these are other documents you might find handy throughout your time volunteering for the BSA:
- **Volunteer policy**: This sets out your rights as a volunteer and how the BSA will support you in your role. You should already have signed this policy, which can be found at www.britishscienceassociation.org/volunteer-policy-confirmation.
- **Branches handbook**: This has all the information you need to know about the workings and requirements of a BSA branch
- **Branch FAQs**: These will answer any questions you have about your new role as a branch volunteer

All these documents can be found at [www.britishscienceassociation.org/branch-resources](http://www.britishscienceassociation.org/branch-resources).

If you have any questions throughout your time as a volunteer that someone within your branch cannot answer, the Engagement Team are on hand to help. Please contact our Volunteer Engagement Officer on regions@britishscienceassociation.org.
VOLUNTEER INDUCTION CHECKLIST

There is a lot of information in the branches handbook that will help you settle into your new role. As well as the handbook, when you attend your first meeting, branch members will be on hand to help you find out all the information you need.

The items on this checklist are suggestions of the things you should find out and familiarise yourself with in your first couple of months of volunteering. Please tick when you have completed or received information on each of the following areas.

An introduction to the BSA:

☐ Introduction to the workings of the BSA, including
  ▪ our purpose and aims
  ▪ main national programmes
  ▪ branches network and regional activity

☐ Volunteer voice within the BSA
  ▪ branches away day
  ▪ Volunteer Engagement Officer and Engagement Team
  ▪ General Committee

Branch induction:

☐ Introduction to other branch members and roles within the branch

☐ Share contact information with relevant committee members
☐ Branch committee

☐ Minutes of recent meetings

Ensure you are familiar with the following documents:

(All can be found at https://www.britishscienceassociation.org/branch-resources)

☐ Branches Handbook

☐ Volunteer Policy

☐ Health and Safety and Risk Assessments

☐ Volunteer expenses and claim procedure
MY BRANCH

Use this page to note down all the contacts you need at your branch, and any plans they have for the next few months.

Members

Chair: ___________________________ Number: ___________________________

Secretary: ________________________ Number: ___________________________

Treasurer: ________________________ Number: ___________________________

Useful dates

Date of next meeting: ____________________________

Date of next AGM: ____________________________

Dates of upcoming events: ____________________________

______________________________________________

______________________________________________

______________________________________________
MAKING THE MOST OF YOUR VOLUNTEERING EXPERIENCE

There is a vast range of ways you can volunteer your time and support your local branch. Go along to as many meetings (face-to-face or online) as you can manage. This way you will stay informed of events that are coming up, and start to contribute to the planning of new ones. You can team up with existing members to work on a project already underway, or seek to develop your own ideas.

If you would like something more specific to focus on, these are some suggested roles you could take up:

- Meeting / Minutes secretary
- Communications officer
- Publicity officer
- Web / Social Media officer
- Design officer / Graphic designer
- Events officer
- Recruitment officer / Volunteer coordinator
- Speaker liaison
- Fundraising officer

Please discuss with current branch members which roles are already filled and which would most benefit the branch.
**PERSONAL DEVELOPMENT PLAN**

During your time as a volunteer you will gain valuable skills, knowledge and experience in many different areas. To help you keep track of all the skills you will learn we have put together this personal development tracker as an opportunity for you to acknowledge your learning. This tracker is set out so that you can fill-in and make use of as much or as little as you choose. You don’t need to complete the entire thing — just do the bits that seem relevant to you!

Fill this page out when you start your new volunteering role:

<table>
<thead>
<tr>
<th>What are you passionate about? What motivated you to get involved?</th>
<th>What skills do you already have?</th>
<th>What skills would you like to develop?</th>
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<th>What are your short and long-term goals?</th>
<th>What ideas do you have for your Branch?</th>
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You can add to this section throughout the time you volunteer, as and when you develop new skills and gain new experiences. These reflections can be helpful when discussing your volunteering at interviews or on your CV.

Skills I have learnt:

Experience I have gained:
VOLUNTEERING HOURS LOG

If you are volunteering as part of a college/university course, or as part of your work’s volunteering scheme, it might be useful to record your hours here:

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<th>Date</th>
<th>Activity</th>
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TRAINING AND SUPPORT

Away Days

Every year representatives from each branch are invited to the branches away day. This is an opportunity to meet with other branch volunteers, share experiences and ideas, take part in training, and get up-to-date news from the BSA head office. If you would like to attend an away day on behalf of the branch, please discuss this with your branch committee, as spaces are limited.

Further training

We don’t offer standard training for new volunteers. However, if there are skills you would like to develop to support your role, we will be able to advise you on finding suitable training opportunities.

On the National Council for Voluntary Organisations (NCVO) website you will find a list of volunteering resources/networks that might help you with both your personal development and development of your branch.

https://www.ncvo.org.uk/

The NCVO is the national umbrella body for voluntary and community organisations. The NCVO champions volunteering by connecting, representing and supporting voluntary organisations. The British Science Association are members of the NCVO, and all our volunteers have access to their members’ area. Please get in touch with the Volunteer Engagement Officer to find out how to access it.

Links within the NCVO site

https://knowhownonprofit.org/tools-resources

https://www.ncvo.org.uk/practical-support/information

https://www.ncvo.org.uk/practical-support/training-and-events