

Bat Conservation Trust



Defining Roles within the Group

Bat Groups are entirely dependent on volunteers to carry out the activities and services offered by the organisation and it may be useful to identify and quantify the roles that the organisation requires to function properly.

To set up a constitution, you will generally be required to vote in a Chair, Secretary and Treasurer. However, other roles, such as Communications Officer, Records Officer and Education Officer, may also be valued by the group.

It can be useful for groups to develop job descriptions for each role so that the commitment and resources required for each post are clarified. An example of the possible roles within a bat group with a brief description of what the job entails is given in the table below.

Roles can overlap to a large extent, depending on the resources available and the size and focus of the bat group. It is also important that roles are swapped around between the volunteers so no one individual monopolises a particular job (as this tends to make the individual harder to replace).

Table 1. Bat Group Roles

Role	Aim of the Role
Chair	To lead and organise the Bat Group.
Treasurer	To manage the Bat Group's finances.
Secretary	To administer the bat group.
Trustee	To oversee the Bat Group's work and ensure that resources are managed effectively.
Safeguarding Officer	To ensure the bat group have the appropriate policies in place to ensure children and vulnerable adults are protected when involved in bat group activities.
Communications Officer	To manage the Bat Group's communications including social media.
Membership Secretary	To maintain the Bat Group's membership list and support their members.
Recruitment Officer	To build membership recruitment into all of the group's activities.
Press and Publicity Officer	To raise awareness of bat conservation by gaining press coverage of activities.
Events Officer	To raise awareness of bats by co-ordinating, organising and running activities.
Event Volunteers	To assist with running Bat Group events.

Role	Aim of the Role
Bat Group Contact	To receive information and enquiries on behalf of the group and disseminate to volunteers.
Bat Group Regional Contact	To represent the Bat Group at regional meetings with other Bat Groups.
Records Officer	To maintain and disseminate the Bat Group's records.
NBMP Champion	To engage and promote the National Bat Monitoring Programme to volunteers and encourage existing volunteers to submit their records annually.
Trainer	To train Bat Group volunteers to obtain licences for roost visits.
Training Coordinator	To co-ordinate the training programme for volunteers to obtain roost visitors licences.
Summer Roost Visitors	To visit summer bat roosts to persuade owners to conserve the bats present.
Winter Roost visitors	To monitor populations at winter hibernation sites.
Surveyors	To survey the distribution and populations of bats.
Conservation Coordinator	To co-ordinate the Bat Group's conservation advice and Biodiversity Action Plans.
Advisory vets	To provide advice on caring for injured bats.
Bat carers	To collect injured bats from the public and care for them in captivity before re-release.

Bat groups do not need to enlist all of these roles to be successful; far from it. Instead, groups should select the most appropriate roles depending on particular interests and priorities.

When filling the roles, consider what each post entails, details of any training requirements needed, the materials required and a recruitment plan for the position.