



Expectations and Commitments for Warwickshire Wildlife Trust GenWild Committee Members:

1. Minimum Volunteering Time

Committee members are expected to commit **2-4 hours a week** to weekly meetings, events, training or related action points. We understand that this may not always be possible throughout the year due to health or other reasons, however these can be discussed on a case-by-case basis. Members are expected to contribute to the organisation of events / activities so that responsibility is evenly distributed across all committee members.

Members are expected to commit to a **minimum of 1 year** in your role. Leaving part way through the year significantly disrupts the progress of the committee.

Members are expected to record **individual volunteer hours** and send to Sarah Thomas and CC in youth secretary on a monthly basis.

2. Meetings

Members are expected to attend weekly meetings, and as a minimum should attend a minimum of one per month. Regardless of whether members attend the meeting, minutes should always be read to catch up and/or prepare for the next meeting.

Members should acknowledge that meetings are important and respect each other's time.

Members are expected to **notify the group** when they are unable to attend meetings with as much notice as possible.

3. Training

Members are expected to complete **online training modules**.

Members are expected to complete **GDPR training** *before* having communication with the public.

Members are expected to complete EDI training.

Members are expected to attend **set training** and **team building** days throughout the year.

4. Committee Communications

Members are expected to **interact** on the group chat in a timely manner or **react** (using emojis) where a response is not needed so that it is clear they have read it. This includes answering polls, e.g., to confirm availability for possible event or meeting dates, even if this is answering as ‘no’ or ‘maybe’, to help make organising easier for other committee members.

Members are expected to learn to use the **OneDrive** and how to access documents. If support is required for this, please contact the committee Chair.

Members are expected to **read the minutes** when they are unable to attend the weekly meeting, they will be clearly marked in a folder. It is an individual’s responsibility to read this ahead of the next meeting and to remind themselves of actions they have volunteered to take. Members agree to follow through any actions they agree to take on.

5. Events Coordination and Leadership

Members are expected to complete all relevant paperwork, including **risk assessments** when leading events and have a **first aider present**.

6. Wider Trust Communication

Members are expected to **return all Trust property** once their role has finished (including First Aid Kits, unworn uniform/uniform in like-new condition, and passwords).

Members are expected to attend regular supervision with the Trust.

Members are expected to **check their Trust emails** regularly. If an email address is linked to an account (such as Eventbrite) it will need to be checked more often.

Members are expected to contribute to a **handover pack** of their role for when they step down.

7. Personal Welfare

Members are expected to **plan and prioritise** their commitments to avoid burnout and dropping out.

Members are expected to **request support** when they need it. This can be from any Warwickshire Wildlife Trust staff member or other GenWild Committee members.

Created: October 2025, Sophina Huggan (Secretary)

Updated: November 2025, Megan Purchase (Communications Lead)