

Code of Conduct for OFNC Volunteers, Committee Members and Council Members

The OFNC is your Club. It can only be effective when members volunteer to work on committees, on Council, or on specific projects. Here are some guidelines for enjoyable participation in Club activities.

Volunteer to assist in Club operations to the extent possible. The Club will benefit, but so will you, and most important, so will our natural environment.

Participate – Attend as many general club functions as you can to help you understand the context of your contributions and consider ways to link to other activities. Respond to e-mails even if only to note that you will get back to the sender and then follow up.

Advance the knowledge of natural history – Become knowledgeable to enhance your appreciation of nature. Share your knowledge with others and volunteer to lead a trip. Notify local experts if you find something that you believe is rare. Volunteer with wildlife surveys and other volunteer science.

Join a Committee – If you do, attend the majority of meetings so you can contribute to group activities and be aware of what others are doing.

Team approach – You are working with others as a team. Please be considerate of how your actions or contributions affect others. Provide positive comments that recognize the contributions of others to motivate and encourage them to participate. Remember that club volunteers are not paid staff. Respect their time and appreciate whatever assistance they can provide.

Propose ideas – Don't wait to be told what to do. Consider different approaches or initiatives. Make suggestions in a constructive and considerate manner. Be prepared to help put your ideas into practice!

Respect – Differences of opinion are valued but need to be expressed in a constructive and respectful manner. There is no place for poor manners or rude behaviour. Avoid turning differences into personal conflicts. Listen attentively to the opinions of others and try to see their perspective. Do not tolerate ridicule, harassment or personal abuse.

Deliver – If you commit to do something then endeavour to do it in a timely fashion. If you cannot, then alert others with enough lead time that alternative arrangements may be made. Do not hesitate to say 'no' if you do not believe you will be able to deliver.

Step down considerately – If you decide not to continue with your volunteer role give lots of lead time and assist in finding a successor. If possible, document your job to make it easier for others who follow.