

# BLACK FOXES UK ONBOARDING SOP

## Standard Operating Procedure (SOP)

**Purpose:** This SOP outlines the process for adding new members to Black Foxes UK. It ensures that all prospective members are informed about their roles, responsibilities, and have signed the necessary documents, including the constitution and code of conduct. The procedure also covers additional steps for members applying to volunteer.

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## Our Step-by-Step Process for Adding New Members:

1. **Initial Communication:**
    - All new members must be informed about the organisation's constitution, membership roles, and expectations.
    - Send an introductory email to the prospective member, which includes:
      - Black Foxes UK Constitution
      - Membership Roles and Expectations
      - Membership Form
      - Code of Conduct
  2. **Reading and Acknowledgement:**
    - The prospective member must read:
      - Black Foxes UK Constitution, which outlines the core principles, values, and operational structure of the organisation.
      - Membership Roles and Expectations, detailing their responsibilities and the minimum involvement required.
      - The Code of Conduct, outlining behavioural expectations.
  3. **Completion of Membership Form:**
    - The prospective member must complete and sign the Membership Form and the Code of Conduct.
    - The signed forms should be uploaded and emailed to [blackfoxesuk@gmail.com](mailto:blackfoxesuk@gmail.com).
  4. **Verification and Record-Keeping:**
    - Upon receipt of the signed forms, the membership coordinator will verify that the prospective member has filled out all required fields.
    - The signed documents will be securely filed in the organisation's membership database.
  5. **Email Confirmation:**
    - Send a confirmation email to the new member, acknowledging their successful registration and welcoming them to the organisation.
    - Provide them with access to any additional resources, including social media groups or internal communications platforms.
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## Membership Expectations:

Once a member of Black Foxes UK, members are expected to:

- **Attend the Annual General Meeting (AGM):** Attendance is mandatory once a year for the AGM, where key decisions, progress, and future plans for the organisation are discussed.
  - **Contribute in a Meaningful Way:** Members are encouraged to support the organisation's objectives by actively participating in activities, events, and discussions.
  - **Promote Organisational Initiatives:** Members are expected to share and support posts, causes, and campaigns run by Black Foxes UK on social media platforms or through other channels.
  - **Volunteer at Events:** Where possible, members are encouraged to assist at organisation events or offer their skills and time to contribute to ongoing initiatives.
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## Additional Steps for Volunteer Applicants:

For members applying to volunteer, additional steps are required:

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- **Submission of CV and Cover Letter:**
  - a. The prospective volunteer must submit a current CV and a cover letter detailing their relevant experience and why they wish to volunteer with the organisation.
  - b. The CV and cover letter should be sent via email to **blackfoxesuk@gmail.com**.
- **Completion of Membership Form:**
  - a. The prospective volunteer must complete and submit the Membership Form, which includes personal details and agreement to the organisation's membership terms.
  - b. The completed Membership Form should be emailed to **blackfoxesuk@gmail.com** alongside the CV and cover letter.
- **Completion of Volunteer Agreement Form:**
  - a. The prospective volunteer must complete and sign the Volunteer Agreement Form, outlining their duties and responsibilities as a volunteer.
  - b. The signed Volunteer Agreement Form should be emailed to **blackfoxesuk@gmail.com** along with the CV, cover letter, and Membership Form.
- **Interview:**
  - a. An interview will be scheduled with the volunteer coordinator to discuss the applicant's skills and potential roles within the organisation. This may be by phone, video call or in person, as required.
- **Volunteer Induction:**
  - a. Successful volunteer applicants will receive an induction that covers their role, organisational values, and the specific projects they will be involved in.

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## Approval & Sign-Off

**Prepared by:** Hayley de Ronde (Chairperson) | **Date:** 09/09/24

**Approved by:** B. Underwood (Vice Chairperson) | **Date:** 09/09/24

# BLACK FOXES UK VOLUNTEER INDUCTION SOP

## Standard Operating Procedure (SOP)

**Purpose:** This SOP outlines the process for adding new members to Black Foxes UK. The induction process for new volunteers at Black Foxes UK is designed to ensure that they understand their role, expectations, and the organisation's values. It also establishes a clear commitment schedule and agreement of hours, helping volunteers integrate effectively.

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### 1. Pre-Induction Preparation

- **Review of Documents:** Ensure the volunteer has submitted their CV, cover letter, and signed Volunteer Agreement Form.
  - **Scheduling the Induction:** Set a time for the induction meeting, either in person or virtually, depending on availability.
  - **Create an Induction Pack:** Prepare materials to share during the induction, including:
    - Black Foxes UK mission and values
    - Overview of ongoing projects
    - Organisational structure and key contacts
    - Volunteer Handbook (if available)
    - Role-specific training materials (if applicable)
    - Commitment schedule and hours agreement form
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### 2. Welcome and Introduction

- **Greeting:** Start with a warm welcome to the new volunteer.
  - **Introduction to the Team:** Introduce them to key team members, including their direct supervisor and project leaders.
  - **Organisational Overview:**
    - Provide a brief history of Black Foxes UK.
    - Discuss the organisation's mission, core values, and the impact of its work.
    - Share success stories and recent achievements.
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### 3. Role and Expectations

- **Overview of the Volunteer Role:** Clearly explain the volunteer's responsibilities, including:

- Tasks they will undertake (e.g., event support, social media, research)
    - Specific projects they will be involved in
    - Goals and deliverables expected of them
  - **Commitment Schedule & Agreement of Hours:**
    - Discuss and agree on a **commitment schedule**, outlining the number of hours the volunteer is expected to contribute per week or month.
    - Ensure the volunteer is clear on **flexibility** options (e.g., evening or weekend work, remote vs. in-person).
    - Have the volunteer **sign a formal agreement of hours** to confirm their availability and commitment to the role.
  - **Explain Reporting Lines:** Clarify who the volunteer reports to, the process for seeking guidance, and the frequency of check-ins.
  - **Code of Conduct:** Emphasise the importance of adhering to Black Foxes UK's Code of Conduct.
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## 4. Training and Resources

- **Role-Specific Training:** Provide any required training relevant to their role. This could include:
    - Using specific tools or platforms (e.g., event management software, databases)
    - Health and safety protocols, particularly for in-person events
  - **Resource Access:** Ensure the volunteer has access to necessary resources and platforms (e.g., email accounts, communication channels).
  - **Commitment to Mission:** Reinforce how their volunteer role supports the overall goals of Black Foxes UK.
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## 5. Organisational Values and Culture

- **Mission Alignment:** Discuss how their role fits into Black Foxes UK's mission and the importance of their contribution.
  - **Diversity and Inclusion:** Highlight Black Foxes UK's commitment to diversity, equity, and inclusion. Encourage the volunteer to participate in related initiatives.
  - **Engagement Opportunities:** Provide information on upcoming events, meetings, or discussions they can join to stay engaged with the organisation.
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## 6. Ongoing Support and Feedback

- **Regular Check-ins:** Outline the schedule for check-ins with their supervisor to provide support, track progress, and address any concerns.

- **Feedback Mechanism:** Explain how the volunteer can give feedback about their experience and discuss any changes to their commitment schedule if needed.
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## 7. Final Agreement and Confirmation

- **Review Agreement of Hours:** Before concluding the induction, review the volunteer's **hours and commitment schedule** once more to ensure clarity.
  - **Sign Final Agreement:** The volunteer signs the formal **commitment and hours agreement**, acknowledging the schedule, responsibilities, and expected level of involvement.
  - **Final Questions:** Allow time for the volunteer to ask any final questions or raise concerns.
  - **Welcome to Black Foxes UK:** Conclude by officially welcoming the volunteer and providing any final resources, including contacts for ongoing support.
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