



Beltane Fire Society

Blues Volunteer Agreement

This agreement should be read alongside the **Blues Role Description, Volunteer Policy**, and our **Code of Conduct**. You should also have read the **Health and Safety Agreement**. You can find copies of these at www.beltane.org/members-info/policies-guidance-and-forms.

Thank you for taking on the task of being a Blue for Beltane Fire Society - this agreement is designed to assure you of our appreciation of your commitment to volunteering with us and indicates our commitment to do the best we can to make your journey through the festival a positive and rewarding one.

Please note that this is a voluntary agreement only which may be cancelled at any time by either party and does not constitute a contract of employment.

Support Person / Named Contact

Festival Secretary

Role Description

The role of a Blue is to act as a link to our history and traditions - both as BFS and as a community who mark and celebrate the Celtic quarter day festivals. They are also key performers in our Beltane and Samhuinn events and act as key supports and guides for our group organisers and court in relation to artistic, story and ritual matters.

Blue Volunteer Commitments

- I will fulfill my role as outlined in the **Blue Volunteer Role Description**.
- I will adhere to and exemplify the **Code of Conduct** and follow all of BFS's policies and procedures.
- I am responsible for my own actions whilst volunteering for the Society. I am accountable to the society as a whole; I will always act transparently and fairly, and with respect.
- I acknowledge that as a senior participant, others may turn to me for support and guidance. I will ensure that my practices and behaviour whilst volunteering for the Society reflect this acknowledgement.
- I will work collaboratively with my fellow Blues, the BFS board, Event Coordinator, and all GOs to help us organise a beautiful and safe festival.
- I will ensure that I manage my time well, meet the deadlines as set out by the Event Coordinator and Board, and coordinate with other Blues, Board, and GOs well and communicate where I cannot fulfill prior agreed obligations in reasonable time.
- I will discuss with the Event Coordinator and / or Board in good time of any major changes to the nature of the performance of the Blues and / or Court, especially where this may affect how other groups interact with us.
- I will ensure that the rehearsals risk assessment is adhered to where I am asked to provide workshops etc. for groups.
- I understand that my behaviour on site and around town in the run up to, and directly following the festival will directly affect the Society's reputation.

- I understand that, due to my role, I may be party to confidential information regarding a wide range of issues and that I am required to respect that and keep things confidential. If I am unsure, I will consult with my contact on the board.
- I understand that if I bring children to any group practice or BFS activity, I am aware that I am responsible for their care and wellbeing, that they may not be left unsupervised or unattended, that I give permission for photos of them to be taken and shared for BFS purposes, and that I recognise that BFS activities in general are not usually suitable for those under 18.

Role Time Commitments

I am aware that the role of Blue can be a year-round one but will aim to be active for:

- 10-20 hours per week late Feb - April
- 10-20 hours per week late August to October
- Pre and Post festival debrief and selection processes outwith the above

Our Commitments To You

- Beltane Fire Society agrees to support you in your role as a Blue as much as it can.
- The Event Coordinator and Board will have regular contact sessions with you while you are volunteering with us to allow you to raise any issues you wish to talk about and also help identify any relevant support needs.
- Beltane Fire Society will provide you with access to an information pack containing a Blues volunteer role description, any health and safety information relevant to your role and also a volunteer handbook.
- You will be given guidance and key information by fellow Blues, and may request one-to-one sessions with the festival secretary or board chair at any time.
- Formal training on fire safety can be delivered if required and skill-sharing and workshops with others is actively encouraged.



Beltane Fire Society

Blues Role Description

This document is intended to describe the role of the Blues and provides a clear statement of the skills, qualities and responsibility areas of Blues should be. It is intended for use when engaging in recruitment of new Blues and in allowing people who are to be recruited to have a guide as to what their intended remit is with more specific tasks than the principles set out in the volunteer agreement.

This document is intended as a living document which can be amended at request by the Blues in consultation with the Board if it is felt the role has changed or is no longer fit for purpose.

It is intended that someone taking on the role of Blue should have read and accepted this document before reading, accepting and signing the Blues Volunteer Agreement.

Skills and Qualities Required

Volunteers will come from a wide range of backgrounds and will have many different qualities and skills. Essential qualities for this role are:

- Active and recent participation with Beltane Fire Society and our festivals: contributing effectively to our community and performances.
- Strong interpersonal skills: empathetic, a good listener, ability to work well with creative groups and bring people together.
- Charismatic, engaging and inspiring: ability to express and represent emotions and sentiments; to bring out creativity and performance in others.
- Respects and embodies the principles and qualities of our community, including: equality, respect for humanity and the environment, connection with BFS history, culture and creativity, and our Code of Conduct.
- Exceptional performance skills and presence.
- Ability and willingness to engage collaboratively with volunteers (GOs, Blues, Trustees) and contractors (Event Coordinator, Communications Coordinator) as part of a creative process.
- Clear interest and commitment to the role, the festival and Beltane Fire Society.
- Ability to attend and fully engage with key dates including: GO weekend, rehearsals, walkthroughs, debriefs, and the festival itself.
- The ability to use IT to communicate and receive information, forms and requests, and basic numeracy / budget skills.

Specific Tasks

These are tasks that are generally expected within BFS of someone taking on the role of Blue. It is not a necessity that every person taking on this role be able to fulfill all of these obligations, but that the group as a whole should make sure they can undertake all of these roles between them in a way which is fair and shares the time commitments.

- Share the traditions, story and ritual components of BFS and the quarter day festivals with other members and volunteers.

- Build and work as a strong and supportive group of Blues.
- Support group organisers and court to create and participate in BFS festivals.
- Participate in selection, coordination and debriefing of court and GOs.
- Maintain effective working relationships with GOs, key board contacts and the event coordinator and other contractors.
- Perform in the role of Blue within the festivals.
- Attend, help with organisation for, and engaging collaboratively with others at the GO weekend and GO meetings.
- Share knowledge and relevant information with other Blues.
- Induct and support new Blues effectively.
- Organise rehearsals and relevant activities.
- Maintain a budget/record of expenditure for the group.
- Complete and submit key information, such as risk assessments.
- Communicate effectively with other Blues, event coordinator, other GOs, Board and volunteers.
- Answer questions from the community.

Task description last updated: July 2017