

SCB Oceania Travel and Volunteer Policy

Society for Conservation Biology (Oceania) Limited (ABN 36 506 039 084)

1. Purpose

The purpose of this policy is to assist Society for Conservation Biology (Oceania) Limited ABN 36 506 039 084 (**SCB Oceania**) to clarify responsibilities and expectations in the event that an SCBO director or member is volunteering at an event or meeting on behalf of SCB Oceania, including in instances where SCB Oceania provides travel support to any SCB Oceania director or other SCB Oceania volunteer.

2. Objective

The SCB Oceania Board of Directors (**Board**) have identified the importance of occasional in-person meetings, often in conjunction with other SCB Oceania or SCB Global events such as conferences, to advance strategic planning and organizational priorities. SCB Oceania may also hold events where directors or other members are asked to volunteer on behalf of SCBO to support the event.

When necessary, the Board will vote on a budget item either for a specific form of travel support (i.e. group accommodation at XX at a cost of \$XX) or with a maximum amount allocated to each director or volunteer who is travelling that will be paid by reimbursement (note that the amount allocated may differ according to the region from which the director or volunteer is traveling).

3. Scope

This policy applies to directors including member-elected directors, board-appointed specialist directors, and other appointed committee members of SCB Oceania, employees, contractors, SCB Oceania Chapter leadership, and those volunteers who are organising or managing events, funding or policy initiatives on behalf of SCB Oceania.

4. Policy

This policy has been developed to clarify responsibilities and expectations in the event that a director or member is volunteering or participating on behalf of SCB Oceania in support of an event or meeting. This includes instances where SCB Oceania provides travel assistance to an SCBO director or other SCB Oceania volunteer member to do so.

a. Forms of travel support

To support SCB Oceania directors or SCB Oceania volunteers to attend events organized by SCB Oceania or SCB Global, SCB Oceania may provide full or partial compensation for travel costs including flights, accommodation, other transportation (e.g. airport shuttle) or registration costs as approved by the SCB Oceania board. SCB Oceania will only provide support in the form of reimbursement to individuals against receipts for these specific forms of travel costs and to the amount agreed on by the board. SCB Oceania will not provide cash or per diem expenses for any SBC Oceania-related travel.



b. Travel insurance

SCB Oceania will not provide travel insurance for anyone receiving travel support from SCB Oceania. Individuals are expected to source their own travel insurance in their country of residence appropriate to their needs and the travel destination.

c. Planning and travel support

SCB Oceania will not provide any form of travel planning or support. Individuals are expected to organize their own travel and any changes required to their travel plans as circumstances arise.

d. Conduct

Any individual volunteering on behalf of SCB Oceania, including directors or members that have received travel support from SCB Oceania to organize, attend, support or participate in an event organized by SCB Oceania or SCB Global, is considered to be acting as a representative of SCB Oceania for the duration of the event. Individuals that volunteer, including those that receive travel support, are expected to conduct themselves with honesty, integrity and transparency; represent SCB Oceania in a positive and supportive manner; and, adhere at all times to:

1. The [SCB Oceania Limited Constitution](#).
2. All SCB Oceania [Organizational Policies and Procedures](#)
3. The SCB Oceania [Diversity Statement](#)
4. The SCB Oceania [Anti-discrimination, Bullying and Harassment Policy and grievance resolution procedure](#) and any other relevant codes of conduct specific to the event being attended.

Amendments log

First approved: 8 November, 2023		
First approved by: SCBO Board. Directors present: Micha Jackson, Courtney Melton, Erica Cseko Nolasco, Natalie Forsdick, John Lamaris, Aimee Sato, Andy Mack, Laura Torre, Chris Woolley		
Amendments		
Date	Authorised by	Description of amendment

