

Berkshire County Bird Recorder – Duties

The Recorder is the focus for collection and dissemination of records. S/he will be a non-executive officer of the BOC and play a central role in developing the County's recording and reporting activities. The Committee of the NDOC may invite the CR to attend Committee meetings from time to time to discuss matters pertinent to Bird Recording in the part of Berkshire which lies within the NDOC recording area. S/he will be a non-voting member of the BRC. Specific duties include:

- a. Collecting records
 - i. Encouraging the submission of records (using online and offline methods).
 - ii. Ensuring that all records, submitted by whatever means, are compiled into the BOC's County Bird Records Database (this may be done, as now, by a suitably expert Database Manager) and maintaining an archive of supplementary information (*eg* descriptions and photos).
- b. Arranging for adjudication of unusual records by the BRC as soon after submission as practicable; seeking supporting information from observers for records requiring adjudication; acknowledging records received for adjudication; notifying the observer of any decision of BRC and recording the adjudication outcome in the Database
- c. Maintaining the Berkshire List of species recorded in the County.
- d. Making data available to *bona fide* users, subject to appropriate confidentiality constraints. The Recorder will act as a single contact point for queries from organisations, individuals and the general public, *eg*
 - i. Providing timely returns of Berkshire data to national databanks such as RBBP.
 - ii. Providing records to the regional biological records centre (TVERC).
 - iii. Providing data to planners and ecological consultants
- e. Editing the systematic list of annual reports.
- f. Liaison with the BOC and NDOC as necessary including participation in any periodic review of the operation of the county recording and adjudication process.
- g. Representing the County in recording forums, the Association of County Bird Recorders (ACRE) and liaising with other County Recorders.

Appointment of the CR

- a. Five years after appointment or earlier if the BOC and NDOC have serious concerns about the effectiveness of the CR, or if the CR is unwilling or unable to continue, the Clubs will establish and convene a Review Panel that will consult with other interested parties.
- b. The Review Panel will be charged with arriving at consensus recommendations to the Clubs' committees.
- c. The Panel shall consist of the chairs of the Clubs (or their nominees), a representative of the BRC and at least two other interested parties.
- d. For the purposes of (a) and (c), "interested parties" would include those with responsibilities for the creation, collection, analysis, publication and use of records.