

The British Dietetic Association volunteer position – Secretary

<p>Role Secretary, Cystic Fibrosis Specialist Group</p>
<p>Aims/Objectives of the Group</p> <ul style="list-style-type: none"> • Develop and promote a professional specialism within dietetics • Represent a defined group of members • Provide a communications network for dietitians working with patients with cystic fibrosis (CF) • Be a formal/informal information resource for dietitians with little or no experience of nutrition and cystic fibrosis • Be an educational resource for its members, the public and other healthcare professionals regarding nutrition and cystic fibrosis • Provide a forum for written information and resources in the management of cystic fibrosis • Promote and encourage research
<p>What this post has to offer By becoming involved with a BDA Group you will have the opportunity to pursue your dietetic interests and gain practical experience. This role is key to the successful running and organisation of the Group. Through this position you will gain organisation, communication, writing and project management skills, which can translate directly into career development. It will also give you an opportunity to work with colleagues across your speciality, sharing knowledge and skills.</p>
<p>Main tasks/responsibilities</p> <ul style="list-style-type: none"> • Co-ordinate committee meetings by arranging venues and/or teleconference facilities, setting dates, catering and communicating with committee members. • Co-ordinate the Annual General Meeting, including arranging the elections, advertisement of vacant committee posts and any e-voting required. • Develop meeting agendas in consultation with the committee and circulate, with supporting papers, prior to committee meetings and AGM. • Take meeting minutes and ensure they are circulated to committee members, Group members and BDA Groups and Branches Officer within 2 weeks of the meeting. • Responsible for ensuring the electronic storage of files and communication, complying with the Data Protection Act and utilising BDA office resources. • Manage the generic e-mail account for the Group, respond to queries and forward to appropriate committee members. • Assists the Chair with the running of the Group. • Supports the committee in delivery of Group work.
<p>Level of commitment Committee meetings are held up to 3-4 times a year, plus a varying and flexible amount of work in between times. The Group holds 2 events for members per year, one will include the Annual General Meeting. The position is elected to the role for a two-year term of office and should serve no more than two consecutive terms of office. However, you can give reasonable notice to end your volunteering if you are no longer able to fulfil your role.</p>
<p>Main times of volunteering Committee meetings are usually held on weekdays and can be arranged by teleconference, if required. Group events usually take place on weekdays usually May and November.</p>
<p>Training and support offered</p> <ul style="list-style-type: none"> • The BDA has a designated member of staff supporting Groups and Branches in the delivery of their work. Individualised support can be offered to suit the member. • Group Handbook, templates and resources. • Individual induction, handover and training at convenient location and time for you. • Participation at the Groups and Branches networking day (held once a year).

Recruitment process and how to apply

For an informal chat contact the current Chairs of the Cystic Fibrosis Specialist Group you would like to apply for the role, please complete a nomination form and return to volunteers@bda.uk.com by the **23rd of March 2020**. All nominations should be proposed by a full member of the Group and seconded by 1 other member. Where two or more nominations are given for one position, an electronic vote will be held prior to the AGM. All new committee positions will be announced at the AGM on the 12th May 2020