

## The British Dietetic Association Volunteer Role Descriptor Chair; North East Branch

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### Aims and Objectives of the Branch

- Provide educational opportunities to Dietitians to support Continuous Professional Development.
  - Provide a forum for Dietitians to meet and network.
  - Act as a source of communication between the BDA and local members.
  - Promote the sharing of information and examples of best practice.
  - Promote the role of the BDA in the North East region, including recruitment and retention of members.
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### What the role has to offer

As the branch Chair, you will lead and guide a motivated committee of volunteers, who work as a team to set branch strategy, deliver objectives and provide branch members with education and networking opportunities.

You will have an overview of the strategic developments affecting the region, using your knowledge and skills to represent branch members interests and provide education.

We don't expect you to do it alone; as Chair you'll work closely with your branch committee and with the support of the BDA staff team to deliver your branch aims and objectives.

Through this role you will gain leadership, mediation and project management skills, which can translate directly into career development. It will also give you an opportunity to work with colleagues across your locality, building networks, sharing knowledge and skills.

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### Main tasks and responsibilities

- Provide leadership, motivation and coordination for the branch committee. Working closely with the Treasurer and Secretary to lead the committee to achieve its aims and objectives.
- Support and encourage the committee in the delivery of branch work.
- Work closely with the BDA's Volunteering Team, seeking advice and guidance where needed.
- Lead and encourage branch committee members to work with the BDA staff team to seek advice and guidance, provide expertise and contribute to projects.
- Understand and uphold the branch responsibilities within its own constitution and BDA governance.
- Chair branch committee meetings, AGM's and EGM's ensuring that all required business is covered and that all committee members have a fair opportunity to contribute.
- Work with the committee and branch members to ensure that there is a committee succession plan in place, including recruitment of new committee members when needed.
- Communicate with other branch committees, specialist groups, Country Boards and the BDA staff team in order to collaborate and share best practice.

## Training, support and resources

As the Chair you'll work closely with the Volunteering Team who offers support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Secretary and Treasurer who work as a team to set strategy, determine priorities and lead the committee to success.

We have a variety of resources, tools and training available to support this role including:

- Full induction with BDA staff and a full handover from the previous Chair.
  - Training and development opportunities to help build personal and professional skills including workshops, webinars and the BDA's annual volunteer conference.
  - Chair's training to help build skills in strategy and governance.
  - Access to our volunteer handbook and Volunteer Hub providing a range of resources and guidance.
  - Regular communications including a monthly volunteer ezine with BDA updates and opportunities.
  - Networking with other volunteers through events, webinars and access to our volunteer forums.
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## Length of service and commitment

You will be elected for a two-year term of office and hope that you will be able to stay in the role throughout this term. There is the option to extend for an additional two-year term. We hope that reasonable notice would be given if you are no longer able to fulfil this role, as we appreciate that circumstances can change.

There are a number of training and development opportunities available, including a detailed induction with BDA staff and governance training to be undertaken upon commencement of each term.

Committee meetings are held regularly and can be attended virtually if required. There is a varying and flexible amount of work in between meetings which is dependent on the strategy, workplans and projects agreed to by the committee.

The branch holds a minimum of one event for members a year which includes the Annual General Meeting. It is typical for the committee to attend these events.

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## Recruitment method

To apply for this role please submit a [nomination form](#) and a copy of your CV to [volunteers@bda.uk.com](mailto:volunteers@bda.uk.com). Nominees must be a member of the BDA and provide the names and signatories of two BDA members to support their nomination.

If you would like an informal, confidential discussion about the role and the nomination process, please contact Roy Bustin at [r.bustin@bda.uk.com](mailto:r.bustin@bda.uk.com).

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