

The British Dietetic Association Volunteer Role Descriptor

Vice-Chair; Parenteral and Enteral Nutrition Specialist Group

Aims and Objectives of the Group

- The Parenteral and Enteral Nutrition (PEN) Group strives to support and represent dietitians working in oral, enteral and parenteral nutrition support in all care settings including the home
 - To facilitate dietitians working in oral, enteral and parenteral nutrition support to share and employ best/evidence-based practice
 - To act as a voice of professional expertise for and on behalf of dietitians working in oral, enteral and parenteral nutrition support
 - To collaborate with other specialist groups of the BDA and external bodies on both a national and international basis on specific projects or tasks to promote excellence in nutritional care
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What the post has to offer

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

You will have an overview of the strategic developments affecting the specialist group from both within the BDA and externally to the profession. Using your knowledge and skills to represent specialist group members interests, advocate for the specialism and the dietetic profession as a whole.

We don't expect you to do it alone, you'll be supported by the specialist group Chair, will work closely with your specialist group committee and have the support of the BDA staff team to deliver your specialist group aims and objectives.

Through this position 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 speciality, building networks, sharing knowledge and skills.

Main duties and responsibilities

- Provide assistant leadership to enable the Chair and committee members to fulfil their roles.
- Work closely with the Chair, Treasurer and Secretary to lead and support the committee to achieve its aims and objectives.
- Call, attend and chair meetings of the committee in the absence of the Chair.
- Work with the Chair to lead on projects as agreed.
- Alongside the Chair act as the main specialist group committee contact and representative of the specialist group within the BDA.
- Support the Chair and group committee in the delivery of key governance responsibilities.
- Work closely with the BDA's Volunteer Manager, seeking advice and guidance where needed.
- Lead and encourage group committee members to work with the BDA staff team to seek advice and guidance, provide expertise and contribute to projects.
- Communicate with other specialist group committees and the BDA staff team in order to collaborate and share best practice.
- Where applicable coordinate the specialist group committee to represent group members to internal and external stakeholders, providing expertise, best practice and guidance for consultations, policy development and practice.

Training Support and Resources

As the Vice-Chair you'll work closely with the Volunteer Manager who offers support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Chair, 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 postholder.
- Training and development opportunities to help build personal and professional skills including workshops, webinars and the BDA's annual volunteer conference.
- Vice-Chair 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.

Length of service and commitment

You will be elected for a two-year term of office and have the option to extend for an additional two-year term. Reasonable notice can be given if you are no longer able to fulfil this role.

As a key succession planning position, it is generally considered that the postholder will transition into the Chair role when mutually agreed. This role is a good opportunity to prepare for the role of Chair and allows the postholder to build skills, contacts and confidence.

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 throughout the year and can be attended virtually if required. here 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 specialist group 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.

Appointment method

To apply for this role [please submit a nomination form](#) by **17 May 2024**. Nominees must be a member of the group 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 [Linda](#).
