**Board Director, employed in Northern Ireland**

**Role Description**

## **Period of appointment**

Applications open until 24 June 2024 with interview held in July.

AGM October 2024 – AGM September/October 2027

Opportunity for one further term of three years

## ***About the BDA***

The British Dietetic Association (BDA) is the only body in the UK representing the whole of the dietetic workforce. We are a trade union and professional body representing the professional, educational, public and workplace interests of our members. Founded in 1936, we are one of the oldest and most experienced dietetic organisations in the world.

In 2018 BDA updated its Governance Framework and moved from an elected Council model to an appointed Board. Due to the completion of the term for our current Northern Ireland-based Board Director we are now seeking a BDA member based in Northern Ireland who has the governance knowledge and skills to undertake the duties of a BDA Board Director.

## **Role of the Director**

The BDA Board of Directors leads the profession and, more importantly, has strategic oversight of the company. There is a Selection Committee which interviews candidates and makes recommendations to the Board on Director appointments.

The Board consists of at least 12 Directors, including a Chair, a Treasurer and members from each of the four UK countries. The Chair must be a member of the association. Up to one third of the Board can be appointed from outside the profession.

All Directors must fulfil their obligations under the Companies Act and ensure the company meets its statutory and other obligations. The Directors will also lead the strategic direction for the company and the office of around 40 staff. Directors must not have been made ineligible for Director appointments at any time (e.g. have been struck off by Companies House).

## **Vacancy Outline**

A vacancy is upcoming for a Board Director who is a BDA Member whose employer/freelance business is based in Northern Ireland.

We welcome applications from full BDA members who work in Northern Ireland with appropriate skills and competencies and experience of working at a strategic level. We are particularly looking for someone who can demonstrate a good working knowledge of the policy environment, preferably with experience of the NHS, health provision, or education.

Alongside strong governance skills, we are keen to strengthen the Board’s expertise in the following desirable areas:

* Equality, Diversity and Inclusion
* Major project experience
* Change Management
* Investment strategies
* Business development strategies
* Communications and Marketing

## **Role Description**

The key responsibilities of the Board Director Based in Northern Ireland are to:

* Act as a Director of the company and, in accordance with Company Law
* Act in the best interests of the company and avoids any conflicts of interest
* Attend and contribute to Board meetings and any Board discussions and decisions that are necessary outside of the meeting cycle
* Represent the views of BDA’s Northern Ireland based members
* Support the leadership team with the identification and management of organisational risk
* Provide strategic direction and makes policy and strategic decisions. in the best interests of the company and profession
* Be responsible for the link between Board of Directors and relevant sub-Boards and Committees, particularly as liaison between the Board and BDA Northern Ireland Country Board.
* Represent the Board to members and externally at meetings or events
* Undertake and lead a specific portfolio of activity at the request of the Board, such as.

**The Director is also expected to:**

* Be jointly responsible for the promotion of the BDA, exercising their independent skills and judgment to support fellow Directors
* Provide leadership to the company and support the work of the staff, office and members
* Provide leadership to the profession, ensuring that the BDA supports and develops a growing and innovative healthcare profession
* Promote a positive corporate environment for the Directors and staff and ensure their own behaviour reflects this
* Support and mentor less experienced Directors
* Assist with succession planning and the identification of new Directors
* Contribute to the wider business of the company
* Visits the BDA office as necessary, attend the AGM, national events and Annual Conference. The post holder may be asked to represent the Chairman in their absence

## **Skills and competencies required**

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|  | **Essential** | **Desirable** |
| BDA Full Member | X |  |
| Work in Northern Ireland | X |  |
| Experience as a company director or equivalent |  | X |
| Understanding of Company Law and the role of a Director | X |  |
| Experience of working within a committee environment and the need to work collaboratively | X |  |
| Demonstrable commitment to equality, diversity and inclusion – dealing with people and issues honestly, fairly and with respect | X |  |
| Knowledge or experience of professional organisations | X |  |
| Knowledge of dietetics or evidence-based nutrition science | X |  |
| Knowledge of good governance and best practice in leadership roles | X |  |
| Intellectual flexibility and the ability to think analytically and creatively | X |  |
| Ability to operate strategically, be held accountable and hold others to account | X |  |
| An ability to persuade and influence at the highest level of the organisation and externally, to stakeholders | X |  |
| Experience of partnership working across staff/Directors, or across functions within a business | X |  |
| Ability to constructively challenge thinking and decision making | X |  |
| Behave in a way that is consistent with the [seven Nolan Principles of public working](https://www.leadinggovernance.com/blog/the-nolan-principles-25-years-on/) | X |  |
| Working knowledge of the policy environment in Northern Ireland |  | X |
| Experience of the NHS, health provision, or education system in Northern Ireland |  | X |
| Of delivering major projects |  | X |
| Experience of change management and organisational development |  | X |
| Experience of business development |  | X |
| Demonstrable understanding of developing investment strategies |  | X |
| Understanding of Marketing, communications or PR functions – especially within a dietetic or human nutrition environment |  | X |

## **Time Commitment**

There are normally 6 Board meetings per year of 4-6 hours, some face to face and some virtual. The Director will also be expected to attend the quarterly meetings of Northern Ireland Board. The Director will also need to spend some time on matters such as emails, working groups and reading paper associated with the Country Board and BDA Board.

## **Term of Office**

Directors are recruited for a period of 3 years with the opportunity to serve a maximum of two terms of office. Members of the Board will be expected to stand down in rotation, to ensure continuity while providing for succession planning.

## **Remuneration**

All actual expenses incurred will be reimbursed and an annual fee of £5000 will be paid. This will cover the time taken such as in reading papers and attending meetings, country board attendance along with any working group activity.

## **Induction**

Induction and training will be provided.

## **How to Apply**

To apply please send a Governance CV and a letter of application (no more than four sides of A4 in total) explaining why you are applying for the role to: Joёlle O’Toole on [J.OToole@bda.uk.com](mailto:J.OToole@bda.uk.com) by 24 June with interviews being held in July.

## For an informal discussion about the role with the Chair or Chief Executive please contact Joёlle