



## Annual plan template – Specialist Groups

On an annual basis, we ask each Group and Branch to complete an annual report reflecting on past achievements and an annual plan to ensure the success of the coming year.

We use this information to celebrate your achievements to the membership, the BDA Board and the staff team and also to ensure we can fully support each Group and Branch in their aims and work plan for the year ahead.

The annual plan covers planned activities and projects from 1 March 2021 - 28 February 2022, please use the template below to detail your upcoming projects, meetings, events and activity and how the BDA can support you to deliver these plans.

Please complete the following template, returning to [volunteers@bda.uk.com](mailto:volunteers@bda.uk.com) by **30<sup>th</sup> April 2021**.

<b>Name of Specialist Group</b>	
<b>Date of plan</b>	<b>March 2021 to February 2022</b>
<b>Completed by</b> (Name and committee position)	
<b>Date</b>	



**Please list upcoming committee meeting dates for 2021**

**Resources and ideas: there are lots of resources available on the volunteer hub but we are always looking for new ways to support you. Is there a volunteer resource that you could like to see developed? Do you have any topics in mind for Groups and Branches day 2021? Please list your ideas.**

**Horizon Scanning**

**Please help the BDA to plan for their priorities by sharing any insights/knowledge on forthcoming topics, e.g. new consultations, new clinical guidance being published, legislation, policy launches, service delivery issues.**



## Specialist Group Work Plan March 2021-February 2022

We ask that each Group and Branch align their activities to the vision, mission and themes within the [BDA Strategic Plan](#), when planning the work of the Specialist Group.

Please outline your planned activities for next year according to the appropriate strategic plan theme. You can add more lines if needed.

<b>Activity</b>	<b>Timeline</b>	<b>How will you achieve this?</b>	<b>Comments</b>	<b>How can the BDA support this activity/project? E.g promotion, development, stakeholder engagement?</b>	<b>Which strategic aim does this meet?</b>



## VOLUNTEER

<b>Activity</b>	<b>Timeline</b>	<b>How will you achieve this?</b>	<b>Comments</b>	<b>How can the BDA support this activity/project? E.g promotion, development, stakeholder engagement?</b>	<b>Which strategic aim does this meet?</b>



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