

The British Dietetic Association Volunteer Role Descriptor Secretary; London Branch

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 London region, including recruitment and retention of members.
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What the role has to offer

As the branch Secretary, you will work closely with the committee to ensure the successful running and organisation of the branch. As Secretary you'll have a particularly important role as the conduit between your committee and the BDA, providing snapshots of meetings, ensuring that your committee is up to date with its annual governance requirements and working closely with the Chair to ensure that your branch is running smoothly.

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 Secretary you'll work closely with the Chair and the branch committee and with the support of the BDA staff team to deliver your branch aims and objectives.

Through this role you will gain organisation, communication 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.

Main tasks and responsibilities

- Assist the Chair with the running of the branch.
- Lead on key governance responsibilities, working with the Chair to co-ordinate committee contributions.
- Co-ordinate committee meetings, AGM and branch communication.
- Produce meeting agendas and take minutes at committee meetings and AGM, ensuring that minutes are disseminated to key BDA staff contacts and the branch members.
- Oversee the storage of files, ensuring that storage is in line with the BDA's Data Protection policies.
- Support the committee in delivery of branch projects.
- Work closely with the BDA's Volunteering Team, seeking advice and guidance where needed.
- Work with the Chair to co-ordinate committee recruitment.

Training, support and resources

As the Secretary 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 Chair 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 Secretary.
- Training and development opportunities to help build personal and professional skills including workshops, webinars and the BDA's annual volunteer conference.
- Committee leadership 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 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.

Recruitment method

To apply for this role please submit a nomination form and a copy of your CV via <https://www.bda.uk.com/news-campaigns/get-involved/volunteers/volunteering-opportunities.html>

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 Roy Bustin at r.bustin@bda.uk.com.
