

Honorary Associate

Information and Guidance for Nominations

This honour is in recognition of an individual who is not a member of the BDA and who has made an exceptional contribution to the advancement of the dietetic profession and / or to the BDA. It is essential to include evidence of the impact of the nominee's activities and the difference(s) they have made over a period of time.

Who is Eligible for Nomination?

The nominee has made a consistent and outstanding contribution to the advancement of the dietetic profession and /or BDA, that has made a significant impact on dietetic professional practice, education, TU, research and/or policy over a minimum of 10 years. This period can be cumulative over a period of time.

This contribution can be national, UK wide or at International over and above that which would be expected from their job role.

Areas could include, but are not limited to:

- Advanced dietetic education.
- Conducted research that has influenced the practice of dietetics at a national and UK-wide and/or international level.
- Raised the profile of the profession with a range of stakeholders.
- Through outstanding leadership, the nominee may also have influenced the perception of dietetics in national or international context. For example, the nominee may be working in a national leadership role or an international organisation
- Influencing, policy and strategy development
- Outstanding contribution in another area not listed.

The Nomination Process

Ensure that the nominee is eligible and meets the above criteria

Nominations for Honorary Associate should be made to the Honours Committee Chair and sent to Honours@bda.uk.com on the **standard proforma H**.

Nominations should be made by one full BDA member and supported by another member or professional colleague who works with, or has worked with the nominee **or** by a decision of a Branch, Group or Committee of the Association in general meeting. A lead nominator should be identified and contact details given.

The individual concerned should not be approached.

All nominations received will be acknowledged by the BDA to the lead nominator.

The nomination will be screened for completeness. If necessary, clarification or amendment and resubmission will be sought at this point.

The formal acknowledgement to the lead nominator will inform them that they and the nominee will be notified directly if the nomination is successful; if the nomination is not successful the lead nominator will be informed.

Guidance for Completing the Proforma

Section 1

Basic information and contact details for the Nominee.

Basic information and details for Lead Nominator and one other nominator who is either a BDA member, or has Professional connection to the Nominee.

Alternatively, if the nomination has been proposed by a BDA Branch, Group or Board, please give details of when and where the decision was made and recorded and provide details for a Lead Nominator.

Section 2

We ask that you succinctly summarise the overarching reason for your nomination eg contributed to the BDA/Profession for x years in the capacity of x; the impact of which is x.

There is a 50 word limit for this section.

Please note: We may quote or summarise these descriptions in our communications, social media updates and celebration events, should the nomination be successful.

Section 3

Provide a summary of the nominee's outstanding personal commitment and exceptional contribution to the Association and/or profession of dietetics over and above that which would be expected in their job role over a minimum of 10 years. This period can be cumulative over a period of time.

- Why are they being nominated?
- What is special about the nominee's commitment and contribution?
- How have they gone over and above what is expected in their role?
- Have they demonstrated outstanding service as a leader/role model/mentor?

There is a 500-word limit for this section.

Please note: We may quote or summarise these descriptions in our communications, social media updates and celebration events, should the nomination be successful.

Section 4

Provide evidence of how the nominee has made a consistent and outstanding contribution to the profession and/or the Association over a minimum of 10 years, **giving dates**.

This should be succinct but thorough – you can use sentences or you may find it useful to use bullet points.

Section 5

The nomination form includes a section to provide specific examples of how the nominee's contribution has impacted the profession and/ or the Association. You should demonstrate how the nominee has made a sustained and exceptional contribution that has made an outstanding impact on the profession and/or the association in one or more of the areas outlined below

Areas of contribution could include, but are not be limited to:

- Clinical Practice
- Teaching and practice education
- Research/evidence into practice
- Leadership

- Professional development and welfare of colleagues
- Trade Union and industrial relations
- Influencing, policy and strategy development
- Advocating and influencing on behalf of the profession
- Supporting the workforce through initiatives such as equality, diversity and inclusion
- Raising the profile of the profession and/or the Association with a range of stakeholders

It is important to include evidence of the impact of the nominee's activities and the difference they have made. This will help to identify that the nominee's activities go over and above their usual job role and purpose.

In order to demonstrate impact, the following should be completed for each example of your nominee's contribution. It is important to provide information as succinctly as possible and focus on what the specific individual contribution of the nominee in an area has been.

What has the nominee done that has made a sustained and exceptional contribution to the profession and/or the BDA nationally, UK wide and/or internationally?

- Your answer might, for example, focus on what the nominee has done to influence the perception of dietetics in national or international context. Or,
- How have they built relationships with others in different fields and developed the role and influence of dietitians as a result? Or,
- How has their research influenced the practice of dietetics at a National, UK wide and/or international level?

Explain why this was needed/is relevant

Show why this was important; what gap this was filling?

Describe the impact this has had. What is different as a result?

This should answer the 'so what' question. Be specific about how this has made a difference to the profession and/or the BDA nationally, across the UK or internationally?; Specific dates (month and year) facts and data are required to illustrate this.

Are they, for example, well recognised by colleagues in their field of expertise and in representing/promoting the BDA and/or the profession of dietetics?

Please Note. Only the information provided on the form can be taken into consideration by the Honours Committee. If any additional documentation is submitted this will not be considered. Please provide all the necessary evidence to support the nomination on the nomination form

If you have any questions about completing the nomination proforma please <mailto:Honours@bda.uk.com>

Assessment of Nominations

The BDA Honours Committee will consider all nominations using a standardised assessment based on the judging criteria in sections 2,3 and 4.

- Each nomination is critically appraised by all members of the Honours Committee.
- If your nomination is considered to fit into a different category than you have indicated, then the Honours committee reserves the right to alter this (as agreed by the BDA board of Directors)
- Do not submit more than one proforma per nominee. Should this occur, ALL forms will be considered null and void and returned. If you are in any doubt then please contact the BDA office on 0121 200 8080 and ask for the Honours Committee Administrator before submitting.

The BDA Honours Committee will give recommendations to the BDA Board of Directors to take the final decision on conferring the Honour.

The discussions will be confidential and no further correspondence will be entered into. Successful nominees will be informed by the Honorary Chairman and Chief Executive.

The Honorary Associate Honour will be presented formally by the Honorary President and Chairman of the Association at a National BDA event such as the Awards Ceremony or the Annual General Meeting following which, a notice will appear in Dietetics Today.