

Honours Committee member

Period of Appointment

Role	Honours Committee member
Dates	November 2026 – November 2029 (3 year term)

Role of the Honours Committee

The purpose of the Honours Committee is to provide relevant expertise, oversee and manage Honours applications for

- Internal BDA Honours- Fellowships, Professional Achievement, Honorary Associate, Ibex and Edith Elliot
- National Honours e.g. OBE, MBE, BEM

The Committee provides expertise and knowledge to and of the profession around the UK; provides guidance on the completion of applications; and where relevant, conducts research and drafts Honours nominations and/or citations.

Honours Committee Member Role Description:

- Is a member of the British Dietetic Association.
- Provides advice, guidance and support to the BDA Board of Directors, staff and members on the internal and National Honours system
- Acts as a point of reference for the BDA Board of Directors, staff and members on Honours queries
- Promotes the internal BDA Honours system to the membership by drafting suitable communications or providing advice for members, specialist groups, branches etc
- Writes citations for internal and national Honours where appropriate
- Assesses nominations and as part of the Honours Committee makes recommendations to BDA Board of Directors on internal BDA Honours nominations providing completed citations where relevant
- Researches professional, academic or clinical backgrounds of BDA members for national Honours
- Submits citations for national Honours on behalf of the BDA
- Acts confidentially and discreetly at all times
- Undergoes training on internal and national Honours procedures from time to time
- Has a good knowledge of the profession across the UK/home country
- Attends at least one face to face meeting each year and contributes proactively to the workings of the committee by teleconference and e-mail as required.
- As part of the committee produce content for inclusion in the main BDA Annual Report as appropriate

Time Commitment:

Estimated time commitment – At least 4 meetings each financial year, virtually or in person, as agreed by the Committee. Communication by e- mail and virtually as required, to undertake assessments of internal Honours nominations and consider and write (if required) citations for both BDA internal and national Honours.

Committee members have a commitment to attend 70% of the meetings and are expected to complete and return 70% of the nomination assessments in a timely manner.

Term of Office:

This post is for a period of three years and committee members may be reappointed for one further term of office.