

The British Dietetic Association Volunteer Role Descriptor Treasurer; 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 London, including recruitment and retention of members.
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What the role has to offer

As the branch Treasurer, you will have a vital role as the co-ordinator of all financial matters within your committee. You'll have oversight of your branch budget providing accurate records of financial transactions, managing income and expenditure and working with the committee to create business cases for projects.

In this role you will work with a motivated committee of volunteers, who work as a team to set branch strategy, deliver objectives and provide branch members with resources, education and networking opportunities.

We don't expect you to do it alone; as Treasurer you'll be supported by the Accounts Department and the Volunteering Team who provide training to prepare you for this role as well as ongoing support and guidance. You'll have the support of the committee Chair, working closely with the branch committee to plan budgets.

Through this role you will gain financial management, strategic finance, 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 region, building networks, sharing knowledge and skills.

Main tasks and responsibilities

- Overall responsibility for financial matters, working very closely with the BDA Accounts Department and Volunteering Team seeking advice and guidance where needed.
- Ensure that the committee is following the guidance and procedures in the 'BDA Finance Handbook.'
- Lead the annual budget process for your branch, supported by the BDA Accounts Department and work with the committee on planning work and projects, ensuring all planned expenditure and income is budgeted for.
- Monitor and evaluate the budget on a regular basis, ensuring that any necessary adjustments are put in place with the BDA Accounts Department.
- Provide advice and guidance to the committee on financial matters and ensure projects and events have a budget and are included in the overall branch budget.
- Where needed, work with relevant committee members and the BDA staff team to arrange contracts and service agreements, meeting BDA guidance and HMRC rules.
- Present the branch accounts at the annual general meeting (AGM).

- Submit regular information on the financial activity of the branch to the accounts department in the format of payment and receipt packs.
 - Attend the BDA Strategic Finance Workshop upon commencement of the role and refresher training upon commencement of a second term.
 - Where relevant support the committee in delivery of branch projects.
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Training, support and resources

As Treasurer you'll work closely with the Volunteering Team and the Accounts Department who offer support, guidance and advice to the Treasurer. Support for this role is offered by key committee members including the Chair, Vice Chair and Secretary 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:

- Induction with BDA staff and a full handover from the previous Treasurer.
 - Training and development opportunities to help build personal and professional skills including workshops, webinars and the BDA's annual volunteer conference.
 - Access to our finance handbook.
 - Regular support and advice from the Accounts Department.
 - Strategic finance training to help you build strategic finance, business planning and budgeting skills.
 - 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.
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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.