

## Board Director, Job Description

### Period of appointment

AGM October 2026 – AGM September/October 2029

Opportunity for one further term of three years

### Background

The British Dietetic Association (BDA) is the only body in the UK representing the whole of the dietetic workforce. We are a trade union and professional body representing the professional, educational, public and workplace interests of our members. Founded in 1936, we are one of the oldest and most experienced dietetic organisations in the world.

In 2018 BDA updated its Governance Framework and moved from an elected Council model to an appointed Board.

The BDA Board of Directors leads the profession and, more importantly, has strategic oversight of the company. There is a Selection Committee which interviews candidates and makes recommendations to the Board on Director appointments in line with Selection Committee by-laws. Director appointments must be ratified by members at the AGM per the BDA Memorandum and Articles.

The Board consists of at least 12 Directors, including a Chair, a Treasurer and members from each of the four UK countries. The Chair must be a member of the association. Up to one third of the Board can be appointed from outside the profession.

All Directors must fulfil their obligations under the Companies Act and ensure the company meets its statutory and other obligations. The Directors will also lead the strategic direction for the company and the office of around 40 staff. Directors must not have been made ineligible for Director appointments at any time (e.g. have been struck off by Companies House).

### Role Description

The key responsibilities of the Board Director are to:

- Act as a Director of the company and, in accordance with Company Law
- Act in the best interests of the company and avoids any conflicts of interest
- Attend and contribute to Board meetings and any Board discussions and decisions that are necessary outside of the meeting cycle
- Support the leadership team with the identification and management of organisational risk
- Provide strategic direction and makes policy and strategic decisions. in the best interests of the company and profession
- Participate in one or more committee within the BDA governance framework and act as a liaison between Board of Directors and relevant Committee(s).
- Represent the Board to members and externally at meetings or events
- Undertake and lead a specific portfolio of activity at the request of the Board

### The Director is also expected to:

- Be jointly responsible for the promotion of the BDA, exercising their independent skills and judgment to support fellow Directors
- Promote a positive corporate environment for the Directors and staff and ensure their own behaviour reflects this
- Support and mentor less experienced Directors
- Assist with succession planning and the identification of new Directors
- Contribute to the wider business of the company

- Visits the BDA office as necessary, attend the AGM, national events and Annual Conference. The post holder may be asked to represent the Chairman in their absence.

### Skills and competencies required

Directors are expected to meet all of the essential criteria and some of the desirable criteria:

	Essential	Desirable
BDA Full Member (Not relevant for lay Directors)	X	
Experience as a company director or equivalent		X
Understanding of Company Law and the role of a Director	X	
Experience of working within a committee environment and the need to work collaboratively	X	
Demonstrable commitment to equality, diversity and inclusion – dealing with people and issues honestly, fairly and with respect	X	
Knowledge or experience of professional organisations	X	
Knowledge of dietetics or evidence-based nutrition science (Not relevant for lay Directors)	X	
Knowledge of good governance and best practice in leadership roles	X	
Intellectual flexibility and the ability to think analytically and creatively	X	
Ability to operate strategically, be held accountable and hold others to account	X	
An ability to persuade and influence at the highest level of the organisation and externally, to stakeholders	X	
Experience of partnership working across staff/Directors, or across functions within a business	X	
Ability to constructively challenge thinking and decision making	X	
Behave in a way that is consistent with the seven Nolan Principles of public working	X	
Working knowledge of the policy environment		X
Experience of the NHS, health provision, or education system		X
Experience of delivering major projects (including IT)		X
Experience of change management and organisational development		X
Experience of business development		X
Demonstrable understanding of developing investment strategies		X
Understanding of Marketing, communications or PR functions – especially within a dietetic or human nutrition environment		X
Lived experience of being cared for or supported by a dietitian		X

Experience of Artificial intelligence in an operational setting		X
Qualified accountant or extensive financial experience		X

## Time Commitment

There are normally 6 meetings per year of 4-8 hours, some face to face and some virtual. Directors will also need to spend some time on ad hoc matters such as emails, working groups and reading papers.

In addition, Directors will need to participate in committees and working groups per their portfolio.

## Term of Office

Directors are recruited for a period of 3 years with the opportunity to serve a maximum of two terms of office.

Members of the Board will be expected to stand down in rotation, to ensure continuity while providing for succession planning.

## Remuneration

All actual expenses incurred will be reimbursed and an annual fee of £5000 will be paid. This will cover the time taken such as in reading papers and attending meetings, along with any ad hoc working groups.

## Induction

Induction and training will be provided.

## How to Apply

To apply please send a CV outlining your Governance experience and a letter of application (no more than four sides of A4 in total) explaining why you are applying for the role to: Joëlle O'Toole on [j.otoole@bda.uk.com](mailto:j.otoole@bda.uk.com) by end of Sunday 22 June 2026

For an informal discussion about the role with the Chair or Chief Executive please contact Joëlle.