

The British Dietetic Association Volunteer Role Descriptor Vice-Chair; North West England and North Wales 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 North West England and North Wales region, including recruitment and retention of members.
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What the role has to offer

As the branch Vice-Chair, you will support the Chair to lead and guide 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.

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; you'll be supported by the branch Chair, will work closely with your committee and have the support of the BDA staff team to deliver your branch aims and objectives.

Through this role you will gain leadership, mediation 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

- Provide assistant leadership to enable the Chair and committee members to fulfil their roles.
- Work closely with the Chair, Treasurer and Secretary to lead and support the committee to achieve its aims and objectives.
- Call, attend and chair meetings of the committee in the absence of the Chair.
- Work with the Chair to lead on projects as agreed.
- Alongside the Chair act as the main branch committee contact and representative of the branch within the BDA.
- Support the Chair and group committee in the delivery of key governance responsibilities.
- Work closely with the BDA's Volunteering Team, seeking advice and guidance where needed.
- Lead and encourage committee members to work with the BDA staff team to seek advice and guidance, provide expertise and contribute to projects.
- Communicate with other branch, specialist group committees, Country Boards and the BDA staff team in order to collaborate and share best practice.

Training, support and resources

As the Vice-Chair you'll work closely with the Volunteering Team who offers support, guidance and advice to the Vice Chair. Support for this role is offered by key committee members including the Chair, Secretary 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 Vice Chair.
 - Training and development opportunities to help build personal and professional skills including workshops, webinars and the BDA's annual volunteer conference.
 - Vice-Chair 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.
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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 our website:

<https://www.bda.uk.com/news-campaigns/get-involved/volunteers/volunteering-opportunities.html>

Nominees must be a member of the branch 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.
