

## **Role Profile for BDA Chair Designate**

**Term of appointment 12 Months, AGM 2023 (Sept) to AGM 2024 (Sept)**

### **1. Purpose**

Initially appointed as a Board Director and Chair Designate, the person appointed will participate in a planned handover period with our outgoing Chairman of the Board. The Chair Designate role is designed to prepare the appropriate candidate to undertake the role of BDA Chair from the AGM 2024. Their succession to Board Chair is automatic upon completion of the Chair Designate Term.

The Chair is charged with leading the governance of the BDA and ensuring that the Board conducts its business efficiently and effectively. The Chair works with the Board to develop the strategy, define goals and monitor performance in line with the Association's mission and vision.

The main duties of the Chair are:

- Taking responsibility for the board's composition and development
- Ensuring proper information is provided to the board
- Planning and conducting board meetings effectively
- Getting all directors involved in the board's work programme
- Supporting and appraising the Chief Executive Officer (CEO)
- Giving focus to the board on critical tasks
- Reviewing the development and induction of directors

### **2. Background**

The BDA is the professional association and trade union for dietitians in the UK. It is a company limited by guarantee and carries out a diverse range of business functions, including: trading activities; trade union; education and training; research and publications; external relationship building; lobbying and campaigns; media work; recruitment and development of members; and business development strategies.

The BDA Council (the Board) leads the profession and, more importantly, has strategic oversight of the company. Following a major governance review in 2018, Directors are appointed against a skills matrix and against an agreed set of criteria and competencies. The BDA Selection Committee conducts the appointment process and makes recommendations to the Board on Director, Chair and Chair Designate appointments.

The Board consists of at least 12 Directors, including a Chair, a Treasurer and members from across all 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 to ensure an appropriate mix of governance competencies.

All Directors, including the Chair Designate, must fulfil their obligations under the Companies Act and ensure the company meets its statutory and other obligations. They will also lead the strategic direction for the company, staff and volunteers.

The Chair's responsibility is to lead the Board, act as a figure head for the Association and the profession, as well as facilitating an environment of good governance and collaborative working between the Board, membership, staff and volunteers.

### **3. Key Tasks**

The Chair Designate may be required to undertake any of the following activities alongside or on behalf of the Board Chairman. The BDA Board Chairman is expected to:

#### **Provide Strategic Leadership:**

- Act as a Director of the company and, in accordance with Company Law, be jointly responsible for the promotion of the BDA, exercising their independent skills and judgment to support fellow Directors
- Provide leadership to the profession, ensuring that the BDA supports and develops a growing and innovative healthcare profession
- Ensure a strong strategic link between the Association and the Trade Union national Executive Committee
- Provide strategic direction and make policy and strategic decisions in the best interests of the company and the profession
- Provide leadership to the company and support the work of the members, staff and volunteers
- Be responsible for ensuring connection between the Board, Country Boards, and relevant Committees
- Contributes to the wider business of the BDA

#### **Represent the BDA:**

- The Chairman may be required to attend significant national or international events and meetings to represent the Association and the profession
- The Chairman leads the AGM as the key reporting mechanism between the Board and membership
- Attends and participates in national events including the awards ceremony
- Represents the Board to members and externally at meetings or events
- While Chair Designate, may be asked to represent the Chairman or act in their absence.

#### **Manages the BDA Board:**

- Chair meetings of the Board and ensure Board meetings are efficient and effective
- Work closely with the senior staff to deliver the strategic aims of the Association
- Chair meetings of other Committees
- Promote a positive corporate environment for the Directors, staff, members and volunteers, and ensure their own behaviour reflects professionalism at all times
- Appraise and review Board and Director performance
- Supports and mentors individual Directors of the Board when appropriate
- Assists with succession planning and the identification of potential new Directors, particularly through the Future Leaders programme
- Acts in the best interests of the BDA and manages any conflicts of interest

#### **Leads the Appointment and management of the CEO:**

- Oversees the appointment of the CEO
- Appraises the CEO and supports their development

#### 4. Skills and Competencies of the Role Holder:

The Postholder is required to be a member of the BDA, a dietitian and registered with the Health and Care Professions Council (HCPC). They will also meet the following criteria:

<b>Knowledge and Qualification</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of Company Law and associated responsibilities	✓	
Eligible to hold a directorship and capable of discharging Director duties	✓	
Knowledge of and commitment to equality, diversity and inclusion	✓	
Knowledge of good governance and best practice in leadership roles	✓	
Knowledge of membership bodies and Trade Unions	✓	
<b>Demonstrable Experience</b>		
Working at a strategic level	✓	
At least 3 years in a senior governance role	✓	
Partnership working across different staff, volunteer and governance teams, or across functions within a business	✓	
Experience of managing senior leaders within an organisation		✓
An understanding of education, professional practice or research in dietetics		✓
Working with communications or PR functions or being a nominated spokesperson		✓
<b>Person Specification - the ideal post holder will demonstrate:</b>		
An understanding of and commitment to behaving in a way that is consistent with the seven Nolan Principles of public working	✓	
A collaborative approach	✓	
Intellectual flexibility and the ability to think analytically and creatively		✓
The ability to persuade and influence stakeholders at the highest level	✓	
The ability to constructively challenge thinking and decision making		✓

## **5. Time Commitment:**

The Chair is expected to contribute 1-2 days per week to the BDA.

There are normally 6 meetings per year, 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.

The Chair will normally have a greater time commitment due to their external representational role, the chairing of working groups or committees and the need to liaise more closely with the senior staff.

The Chair will need to participate as fully as possible in all meetings and board development sessions.

The Chair will be expected to be visible at the Birmingham office from time to time.

## **6. Term of Office:**

In accordance with the BDA Articles of Association, the Chair is recruited for a term of office of two years, plus their Chair Designate term of one year prior to this. They may serve their Chair Designate year while serving on the Board in another Director role.

The Chair may serve an additional period of two years.

## **7. Remuneration:**

The Chairman may be appointed on contract or as a secondment from their substantive role.

An annual fee of £10,000 will be paid while Chair Designate, rising to £17,000 on appointment as Chair at the AGM in September 2024.

All reasonable expenses incurred will be reimbursed in accordance with BDA policy.

## **9. Induction:**

Induction, training and mentoring will be provided by the BDA.