

## The British Dietetic Association volunteer position – Secretary

<p><b>Role</b> Secretary, Older People Specialist Group</p>
<p><b>Aims/Objectives of the Group</b></p> <ul style="list-style-type: none"><li>• Bring together dietitians with an interest in the nutrition of older people.</li><li>• Provide a forum for the exchange of ideas, information and experience.</li><li>• Offer advice and support to dietitians, other health professionals and carers working with older people.</li><li>• Produce evidence based resources to promote and encourage good nutrition in older people.</li><li>• Communicate with other special interest groups within the BDA.</li><li>• Acting as an advisory body.</li><li>• Continuing education for Dietitians.</li><li>• Guidelines for pre-registration education for health professionals.</li><li>• Working with the media.</li><li>• Production of resources.</li><li>• Supporting research.</li><li>• Building links with other agencies and voluntary organisations e.g. have worked with Help the Aged to write one of their leaflets.</li></ul>
<p><b>What this post has to offer</b></p> <p>By becoming involved with a BDA Group you will have the opportunity to pursue your dietetic interests and gain practical experience. This role is key to the successful running and organisation of the Group. Through this position you will gain organisation, communication, writing and project management skills, which can translate directly into career development. It will also give you an opportunity to work with colleagues across your speciality, sharing knowledge and skills.</p>
<p><b>Main tasks/responsibilities</b></p> <p>As secretary you have a particularly important role as the conduit between your committee and the BDA, providing snapshots of meetings, ensuring that your committee is up to date with its annual governance requirements and working closely with the Chair to ensure that your Group or Branch is running smoothly.</p> <p>Secretary responsibilities include -</p> <ul style="list-style-type: none"><li>• Co-ordinate committee meetings, AGM and Group communication</li><li>• Produce meeting agendas and takes minutes at committee meetings and AGM</li><li>• Stores files and communication, complying with the Data Protection Act</li><li>• Co-ordinate the circulation of communication to Branch members and BDA office</li><li>• Assists the Chair with the running of the Group or Branch</li><li>• Supports the committee in delivery of Group and Branch work</li><li>• Provide Volunteer Officer with details of committee meetings</li><li>• Provide Volunteer Officer with copies of meeting minutes and AGM minutes</li><li>• Co-ordinate committee recruitment</li><li>• Supports the committee in delivery of Group work.</li><li>• </li></ul>
<p><b>Level of commitment</b></p> <p>Committee meetings are held up to four times a year, plus a varying and flexible amount of work in between times. The Group holds one event for members per year, which includes the Annual General Meeting. The position is elected to the role for a two-year term of office and should serve no more than two consecutive terms of office. However, you can give reasonable notice to end your volunteering if you are no longer able to fulfil your role.</p>
<p><b>Main times of volunteering</b></p> <p>Committee meetings are usually held on weekdays and can be attended remotely, if required. Group events usually take place on weekdays.</p>

**Training and support offered**

- The BDA has a designated member of staff supporting Groups and Branches in the delivery of their work. Individualised support can be offered to suit the individual.
- Volunteer Handbook, templates and resources.
- Volunteer hub with resources, help and guidance
- Facebook networking group for group and branch volunteers
- Online webinars and training
- Induction, handover and training at convenient location and time for you.
- Participation at the Groups and Branches networking day (held once a year).