

The British Dietetic Association volunteer position – Treasurer

Role

Treasurer, Mental Health Specialist Group

Aims/Objectives of the Group

- To promote the role of the dietitian in the care and treatment of children, adolescents, adults and older people with mental illness and learning disabilities, including eating disorders, autism, ASD and dementia care
- To promote communication between dietitians working in the field of mental illness and learning disabilities
- To provide specialist evidence-based advice and information
- To promote the development of evidence-based practice in the field of mental illness and learning disabilities
- To promote the role of the dietitian in mental illness and learning disabilities at a national level
- To address and contribute to emerging national policy related to mental illness and learning disabilities

What this post has to offer

This is a vital role within the Group, co-ordinating all financial matters and providing accurate records of all financial transactions. You will work very closely with the BDA Accounts Department, who will provide constant support and training for your role. Through this position you will gain financial management, 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 speciality, sharing knowledge and skills.

Main tasks/responsibilities

- Overall responsibility for financial matters, working very closely with the BDA Accounts Department and following the guidance and procedures in the 'BDA Finance Handbook'.
- Lead the annual budget process, 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, as soon as possible.
- Provide advice and guidance to the committee on all financial matters and ensure projects, events and pieces of work have a budget and are included in the overall group budget.
- Work with relevant committee members in developing and putting in place required contracts and service agreements, meeting BDA guidance and HMRC rules.
- Make a presentation of the accounts at the annual general meeting (AGM).
- Provide accurate records of all financial matters.
- Submit regular information on the financial activity of the Group to the accounts department in the format of payment and receipt packs.
- Attends the BDA Treasurers Training Day and annual update workshops.
- Ensuring a clear handover to the incoming Treasurer and providing details to the BDA Accounts Department.

Level of commitment

Committee meetings are held up to 4 times a year, plus a varying and flexible amount of work in between times. The Group holds an event for members each year, one will include the Annual General Meeting. The BDA also hold a Treasurers Training Day for new Treasurers. 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.

Main times of volunteering

Committee meetings are usually held on weekdays and can be arranged by teleconference, if required. Group events usually take place on weekdays.

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 member.
- Treasurers Training Day, Treasurers Handbook and continuous support from BDA Accounts Department.
- Group Handbook, templates and resources.
- Individual induction, handover and training at convenient location and time for you.
- Participation at the Groups and Branches networking day (held once a year).

Recruitment process and how to apply

For an informal chat contact [Volunteer Officer, Carlena Probert-Baulch](#). If you would like to apply for the role, please complete a nomination form and return to volunteers@bda.uk.com by **18 June 2021**. All nominations should be proposed by a full member of the Group and seconded by 1 other member. Where two or more nominations are given for one position, an electronic vote will be held prior to the AGM.