

The British Dietetic Association volunteer position – Meetings Organiser

Role

Meetings Organiser, for the RNG (this is a joint role)

Aims/Objectives of the Group

- To support and develop high quality evidence based dietetic practice for renal nutrition in the UK.
- To provide up to date evidence based information on dietary treatment of renal conditions to dietitians, other health professionals and the media/public.
- To encourage and enable continued professional development (CPD) within our membership.
- To promote the renal dietitian's role working within the renal multidisciplinary team particularly with regards to the advanced role of supplementary prescribing.
- To update the national workforce development document working closely with our British Renal Society (BRS) colleagues.
- To explore and guide our membership on the use of new technologies by looking and developing guidelines on current mobile apps available and work with the BDA to develop online resources.
- To continue joint working with appropriate bodies including the BRS, Renal Association (RA) and Kidney Care UK in developing and updating resources for patients, the public and health care professionals
- To continue joint working with appropriate professional bodies, including the RA, BRS, and British Dietetic Association to develop national guidelines, and CPD sessions for our members and members of the multi-professional team.

What this post has to offer

By becoming involved with a BDA Specialist Group you will have the opportunity to pursue your dietetic interests and gain practical experience. This role is key to meeting the main objectives of the Group by arranging study days and CPD events. Through this position you will gain organisation, event management, communication and project management skills, which can translate directly into career development. It will also give you an opportunity to work with colleagues within your speciality, sharing knowledge and skills.

Main tasks/responsibilities

- This is a shared role (as we have 2 meeting organisers with the RNG)
- Responsible for planning and co-ordinating the Group study day.
- Work with the Treasurer to plan an event budget, ensuring that all income and expenditure targets are met.
- Plan the programme, working with the committee and Group members on ideas for topics and speakers.
- Develop a sponsorship and partnership proposal for the event and approach relevant companies and organisations.
- Manage the relationship and work with the BDA office events administrator and ensure the service agreement is met in regards to venue, speaker/sponsor liaison, marketing, logistics, delegate registration, finances and on site management of the event.
- Work with the PR/Communications Officer to utilise BDA and Group communication channels to market the event.

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 aims to hold 1 event for members, and will include the Annual General Meeting. The Meetings Organiser 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. 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.
- Full support from BDA office, through an event service package.
- 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).