

The British Dietetic Association volunteer position Chair; Head and Neck sub-group

Aims and Objectives of the Group

- To support the development and advancement of dietetics in head and neck. This will be done through:
 - Support of professional networking eg forum
 - Support of education eg study day, webinars, newsletters
 - To provide expert nutrition/dietetic advice, information and consultancy service
 - To represent head and neck dietitians and specialist practice for cancer patients, on behalf of the BDA
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What the post has to offer

As the sub-group chair, you will lead and guide a motivated committee of volunteers, who work as a team to set group strategy, deliver objectives and provide group members with resources, education and networking opportunities.

You will have an overview of the strategic developments affecting the specialist group from both within the BDA and externally to the profession. Using your knowledge and skills to represent specialist group members interests, advocate for the specialism and the dietetic profession as a whole. We don't expect you to do it alone, as Chair you'll work closely with your specialist group committee and with the support of the BDA staff team to deliver your specialist group aims and objectives.

Through this position 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 speciality, building networks, sharing knowledge and skills.

Main duties and responsibilities

- Provide leadership, motivation and coordination for the sub-group committee. Working closely with the Oncology group committee, and Secretary to lead the committee to achieve its aims and objectives.
- Support and encourage the committee in the delivery of specialist group work.
- Work closely with the BDA's Volunteer Manager, seeking advice and guidance where needed.
- Lead and encourage sub-group committee members to work with the BDA staff team to seek advice and guidance, provide expertise and contribute to projects.
- Understand and uphold the sub-group responsibilities within its own constitution and BDA governance.
- Chair sub-group committee meetings, AGM's and EGM's ensuring that all required business is covered and that all committee members have a fair opportunity to contribute.
- Work with the committee and sub-group members to ensure that there is a committee succession plan in place, including recruitment of new committee members when needed.
- Communicate with other sub-group committees and the BDA staff team in order to collaborate and share best practice.
- Where applicable coordinate the sub-group committee to represent group members to internal and external stakeholders, providing expertise, best practice and guidance for consultations, policy development and practice.

Training Support and Resources

As the Chair you'll work closely with the Volunteer Manager who offers support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Secretary and Chair of the Oncology specialist group 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 postholder.
- Training and development opportunities to help build personal and professional skills including workshops, webinars and the BDA's annual volunteer conference.
- Chair's 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.

Length of service and commitment

You will be elected for a two-year term of office and have the option to extend for an additional two-year term. Reasonable notice can be given if you are no longer able to fulfil this role.

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 throughout the year 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 sub-group 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.

Appointment method

To apply for this role please submit a [nomination form](#) and a copy of your CV to Oncology@bda.uk.com. Nominees must be a member of the oncology specialist group 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 Loraine Gillespie at oncology@bda.uk.com.
