

The British Dietetic Association volunteer position

Secretary; 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 Secretary, you will work closely with the committee to ensure the successful running and organisation of the sub-group. As Secretary you'll 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 is running smoothly.

You'll work with the committee to develop an overview of the strategic developments affecting the sub-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 Secretary you'll work closely with the Chair and the sub-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 organisation, 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, building networks, sharing knowledge and skills.

Main duties and responsibilities

- Assist the Chair with the running of the sub-group.
- Lead on key governance responsibilities, working with the Chair to co-ordinate committee contributions.
- Co-ordinate committee meetings, AGM and Group communication.
- Produce meeting agendas and take minutes at committee meetings and AGM, ensuring that minutes are disseminated to key BDA staff contacts and the group members.
- Oversee the storage of files, ensuring that storage is in line with the BDA's Data Protection policies.
- Support the committee in delivery of sub-group projects.
- Work closely with the BDA's Volunteer Manager, seeking advice and guidance where needed.
- Work with the Chair to co-ordinate committee recruitment.

Training Support and Resources

As the Secretary you'll work closely with Volunteer Manager who offers support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Chair, and oncology group committee 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.
 - Committee leadership 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.
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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.
