

## The British Dietetic Association volunteer position – Treasurer

<p><b>Role</b></p> <p>Treasurer, North West North Wales</p>
<p><b>Aims/Objectives of the Branch</b></p> <ul style="list-style-type: none"> <li>• To act as a source of communication between the BDA and local members.</li> <li>• To provide a forum for Dietitians to meet on a regular basis</li> <li>• To provide educational opportunities to Dietitians to support Continuous Professional Development.</li> <li>• To promote the sharing of information and examples of best practice</li> <li>• Promote the role of the BDA in the North West North Wales region, including recruitment and retention of members.</li> </ul>
<p><b>What this post has to offer</b></p> <p>This is a vital role within the Branch, 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.</p>
<p><b>Main tasks/responsibilities</b></p> <ul style="list-style-type: none"> <li>• Overall responsibility for financial matters, working very closely with the BDA Accounts Department and following the guidance and procedures in the 'BDA Finance Handbook'.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 Branch budget.</li> <li>• Work with relevant committee members in developing and putting in place required contracts and service agreements, meeting BDA guidance and HMRC rules.</li> <li>• Make a presentation of the accounts at the annual general meeting (AGM).</li> <li>• Provide accurate records of all financial matters.</li> <li>• Submit regular information on the financial activity of the Branch to the accounts department in the format of payment and receipt packs.</li> <li>• Attends the BDA Treasurers Training Day and annual update workshops.</li> <li>• Ensuring a clear handover to the incoming Treasurer and providing details to the BDA Accounts Department.</li> </ul>
<p><b>Level of commitment</b></p> <p>Committee meetings are held up to 4 times a year, plus a varying and flexible amount of work in between times. The Branch holds 2 events for members per 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.</p>
<p><b>Main times of volunteering</b></p> <p>Committee meetings are usually held on weekdays and can be arranged by teleconference, if required. Branch events usually take place on weekdays.</p>
<p><b>Training and support offered</b></p> <ul style="list-style-type: none"> <li>• The BDA has a designated member of staff supporting Groups and Branches in the delivery of</li> </ul>

their work. Individualised support can be offered to suit the member.

- Treasurers Training Day, Treasurers Handbook and continuous support from BDA Accounts Department.
- Branch 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).