

The British Dietetic Association volunteer position – Meetings Organiser

Role

Meetings Organiser, North West North Wales

Aims/Objectives of the Branch

- To act as a source of communication between the BDA and local members.
- To provide a forum for Dietitians to meet on a regular basis.
- To provide educational opportunities to Dietitians to support Continuous Professional Development.
- To promote the sharing of information and examples of best practice.
- Promote the role of the BDA in the North West North Wales region, including recruitment and retention of members.

What this post has to offer

By becoming involved with a BDA Branch 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 Branch 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 across the region, sharing knowledge and skills.

Main tasks/responsibilities

- Responsible for co-ordinating the Branch CPD events.
- 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 Branch members on ideas for topics and speakers.
- Develop a sponsorship and partnership proposal for the event and approach relevant companies and organisations.
- Manage the logistics for the event including venue and catering booking, speaker/sponsor liaison, delegate registration 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 xx times a year, plus a varying and flexible amount of work in between times. The Branch aims to hold xxx events for members, one 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 evenings and can be arranged by teleconference, if required. Branch events usually take place during evenings and weekends.

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.
- 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).