

## The British Dietetic Association volunteer position – Vice Chair

### Role

Vice Chair, Freelance Specialist Group

### Aims/Objectives of the Group

- To facilitate dietitians working in freelance roles to employ best, evidence-based practice
- To act as a voice of professional expertise for and on behalf of freelance dietitians
- To encourage and enable continued educational development of all our members
- To promote the benefits of the dietitian's role working in Freelance
- To ensure the financial security and sustainability of the Freelance Specialist Group

### What this post has to offer

This is a key position within the BDA Specialist Groups. As a Group Vice Chair, you will work closely with the Chair of the group to lead and guide a motivated committee of volunteers, who work as a team to deliver the Group objectives.

With the support of the group Chair you will have an overview of the strategic developments affecting the Group, both within the BDA and externally to the profession. It is often considered that the Vice Chair will succeed the Chair and that this role is in preparation for this transition.

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, sharing knowledge and skills.

### Main tasks/responsibilities

- To provide assistant leadership to enable the Chair and the committee members to fulfil their roles.
- Support the Chair by providing leadership, drive, motivation and coordination for the Group.
- Call meetings, attend and Chair meetings of the Group in the absence of the Chair.
- Supports the Chair in their role taking over some of the Chair's workload as agreed between the Chair and Vice Chair.
- Alongside the Chair acts as a main contact and representative of the Group within the BDA.
- Alongside the Chair presents an Annual Report on the activities of the Group.
- Supports the committee in delivery of Group work.

### 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 holds events for members, one of which will include the Annual General Meeting.

A Vice Chair 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, if required. 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
- Group Handbook, templates and resources
- Volunteer hub with resources, guidance and help by role
- Individual induction, handover and training at convenient location and time for you
- Participation at the Groups and Branches networking day (held once a year)

