



**BRITISH DIETETIC ASSOCIATION  
BOARD OF DIRECTORS  
ROLE DESCRIPTOR**

**Period of appointment**

January 2021 – January 2024

**Role of the Director**

The BDA is the professional association and trade union for dietitians in the UK. It is a company limited by guarantee and carries out a diverse range of business functions, including: trading activities; trade union; education and training; research and publications; external relationship building; lobbying and campaigns; media work; recruitment and development of members; and, business development strategies.

The BDA Board of Directors leads the profession and, more importantly, has strategic oversight of the company. Following a major governance review in 2018, Directors are appointed against a skills audit and against an agreed set of criteria and competencies. There is a Selection Committee which interviews candidates and makes recommendations to the Board on Director appointments.

The Board consists of at least 12 Directors, including a Chair, a Treasurer and members from across all four UK countries. The Chair must be a member of the association. Up to one third of the Board can be appointed from outside the profession.

All Directors must fulfil their obligations under the Companies Act and ensure the company meets its statutory and other obligations. The Directors will also lead the strategic direction for the company and the office of over 40 staff. Directors must not have been made ineligible for Director appointments at any time (e.g., have been struck off by Companies House).

**Role Description**

- Acts as a Director of the company and, in accordance with Company Law, is jointly responsible for the promotion of the BDA, exercising their independent skills and judgment to support fellow Directors
- Provides leadership to the company and supports the work of the staff, office and members.
- Provides leadership to the profession, ensuring that the BDA supports and develops a growing and innovative healthcare profession.

- Acts in the best interests of the company and avoids any conflicts of interest.
- Promotes a positive corporate environment for the Directors and staff and ensures their own behaviour reflects this.
- Provides strategic direction and makes policy and strategic decisions. in the best interests of the company and profession.
- Supports and mentors less experienced Directors.
- Assists with succession planning and the identification of new Directors.
- Contributes to the wider business of the company.
- Responsible for the link between Board of Directors and relevant sub-Boards and Committees.
- Represents the Board to members and externally at meetings or events.
- Visits the BDA office as necessary, attends the AGM, national events and Annual Conference. The post holder may be asked to represent the Chairman in their absence.
- May undertake and lead a specific portfolio of activity, at the request of the Board, such as: education; communications; professional practice; HR; or, engagement with members.

#### Skills and competencies required

|   | Essential | Desirable |
|---|-----------|-----------|
| Experience as a company director or equivalent  | X         |           |
| Understanding of Company Law  | X         |           |
| Experience of working within a committee environment and the need to work collaboratively | X         |           |
| Knowledge or experience of professional organisations                                     |           | X         |
| Knowledge of dietetics or evidence-based nutrition science                                |           | X         |
| Knowledge of good governance and best practice in leadership roles                        | X         |           |
| Intellectual flexibility and the ability to think analytically and                        | X         |           |

|   |   |   |
|---|---|---|
| creatively  |   |   |
| Ability to operate strategically, be held accountable and hold others to account  | X |   |
| An ability to persuade and influence at the highest level of the organisation and externally, to stakeholders                   | X |   |
| Experience of partnership working across staff/Directors, or across functions within a business                                 | X |   |
| Ability to constructively challenge thinking and decision making  | X |   |
| Behave in a way that is consistent with the seven Nolan Principles of public working  | X |   |
| Experience of health policy in any of the four UK countries   |   | X |
| Experience of change management and organisational development  |   | X |
| Experience of business development and/or risk management strategies  |   | X |
| An understanding of education, professional practice or research in dietetics   |   | X |
| Demonstrable commitment to equality, diversity and inclusion – dealing with people and issues honestly, fairly and with respect | X |   |

### Time Commitment

There are normally 6 meetings per year, some face to face and some virtual. Directors will also need to spend some time on ad hoc matters such as emails, working groups and reading papers.

### Term of Office

Directors are recruited for a period of 3 years with the opportunity to serve a maximum of two terms of office. Members of the Board will be expected to stand down in rotation, to ensure continuity while providing for succession planning.

## Remuneration

All actual expenses incurred will be reimbursed and an annual fee, currently under review, of £4200 will be paid. This will cover the time taken such as in reading papers and attending meetings, along with any ad hoc working groups.

## Induction

Induction and training will be provided

## How to Apply

Further details about being on the Board of Directors and an application/nomination form can be found on the BDA website. For an informal discussion on the role please contact either the Chair ([chair@bda.uk.com](mailto:chair@bda.uk.com)) or the Chief Executive via the email address below. To apply, send your CV and a letter of application (no more than 2 sides of A4 each), explaining how and why you believe you meet the criteria and what you will add to the role of Director.

Application forms must be returned by email to [k.leek@bda.uk.com](mailto:k.leek@bda.uk.com) by 30 November 2021