

The British Dietetic Association volunteer position – Secretary

Role

Secretary, 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 Secretary, you will work closely with the Chair of the group to organise 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 committee activity and work closely with the BDA Volunteer Officer to ensure that the groups governance objectives are completed.

Through this position you will gain organisation, communication, writing 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

- Co-ordinate committee meetings by arranging venues and/or teleconference facilities, setting dates, catering and communicating with committee members.
- Co-ordinate the Annual General Meeting, including arranging the elections, advertisement of vacant committee posts and any e-voting required.
- Develop meeting agendas in consultation with the committee and circulate, with supporting papers, prior to committee meetings and AGM.
- Take meeting minutes and ensure they are circulated to committee members, Group members and BDA Groups and Branches Officer within 2 weeks of the meeting.
- Responsible for ensuring the electronic storage of files and communication, complying with the Data Protection Act and utilising BDA office resources.
- Manage the generic e-mail account for the Group, respond to queries and forward to appropriate committee members.
- Assists the Chair with the running 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 Secretary 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)