

Country Constituency Boards of The British Dietetic Association

Role Profile for Country Board Chairman

1. Accountable To

- BDA Chair and BDA Board of Directors.

2. Summary of role

To represent the dietetic profession and the BDA in one of the four nations of the United Kingdom.

3. Essential Criteria

- Member of the British Dietetic Association.
- Registered with the Health and Care Professions Council (HCPC).

4. Key Tasks

- Provide strategic leadership for the Country Board and the dietetic profession in the country making policy and strategic decisions
- Establish and maintain a high profile with stakeholders and represent the BDA, promoting the dietetic profession in the country at stakeholder events and meetings
- Chair the meetings of the Country Board (a minimum of three per year) and manage effective relationships with the Board members.
- Develop a Country Board work plan in conjunction with the Board and office staff that aligns to the BDA Strategy and coordinate the work needed to achieve the objectives of the work plan.
- Responsible for establishing and maintaining a close and positive working relationship with the BDA Country Policy Officer (and BDA Office staff where needed) to ensure that the Country Board work plan is carried out and stakeholders are engaged.
- Responsible for establishing and maintaining a close working relationship with the BDA Director that sits on the Country Board to ensure an effective two-way flow of information between the Country Board and the BDA Board of Directors about all activities, concerns about dietetic workforce, government policy and the political environment in the country
- Responsible for ensuring an effective two-way flow of information between the Country Board and the BDA office staff about all country board activities, concerns affecting the dietetic workforce, government policy and the political environment.
- Responsible for regularly meeting with the Chairmen of the other three countries to share information and experience so as to ensure a consistency and prevent duplication.
- Promote membership of the BDA in the country.
- Assist in consultations with BDA members in partnership with the relevant BDA Officers.
- Lead the BDA Country Board in promoting work of the BDA and the roles and work of Dietitians and Dietetic Support Worker.
- Keep abreast of central government/devolved administrations and other relevant health and social care related policy and identify items for the BDA Country Board consideration.
- Circulate (and be a source of) information on BDA policy to BDA Members in the country. Ensure effective communication between the Chair, Board members and BDA members in that country.
- Spot potential dietetic leaders and successors to the role of Country Board Chairman, nurturing them to enable a smooth transition to the role of Chairman once the post is vacated.

Skills and competencies required:

	Essential	Desirable
BDA Full Member	X	
Work in the country for the relevant Board they shall chair	X	
Registered with the Health and Care Professions Council (HCPC).	X	
Experience of working within a committee environment and the need to work collaboratively	X	
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 creatively	X	
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	
Demonstrate understanding of health policy in the country for the relevant Board they chair	X	
Communications or PR functions – especially within a dietetic or human nutrition environment		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 3-6 meetings per year, some face to face and some virtual. The Country Board Chairman will also need to spend some time on ad hoc matters such as emails, working groups and reading papers.

Term of Office:

The Country Board Chairman is recruited for a period of 3 years with the opportunity to serve a maximum of two terms of office (upon application and re-appointment by the Board of Directors).

Remuneration:

All reasonable expenses incurred will be reimbursed and an annual fee, currently under review, of £3000 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, training and mentoring will be provided

How to Apply:

For an informal discussion on the role please contact either the BDA Chair (chair@bda.uk.com) or the Chief Executive 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 Country Board Chairman.

CVs and covering letters must be returned by email or post to:

Andy Burman
Chief Executive
The British Dietetic Association
3 Floor, Interchange Place, 151-165 Edmund St, Birmingham, B3 2TA a.burman@bda.uk.com

the closing date for applications is 3 March 2020.

Interviews will take place for Wales on 24 March 2020 and Northern Ireland on 26 March 2020.

Successful candidates will be asked to provide references prior to appointment. It is anticipated successful applicants will take up their positions during June 2020.