

The British Dietetic Association volunteer position

Ordinary Member; Cystic Fibrosis Specialist Group

Aims and Objectives of the Group

- Develop and promote a professional specialism within dietetics
 - Represent a defined group of members.
 - Provide a communication network for dietitians working with patients with cystic fibrosis (CF)
 - Be a formal/informal information resource for dietitians with little or no experience of nutrition and cystic fibrosis.
 - Be an educational resource for its members, the public and other Health Professionals regarding nutrition and cystic fibrosis
 - Provide a forum for sharing written information and resources in the management of cystic fibrosis
 - Promote and encourage research
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What the post has to offer

As an Ordinary Member, you will work with the committee to ensure the successful delivery of projects, education and networking for specialist group members. You'll have a particularly important role in supporting the committee in its work, dipping in and out of projects of interest and using your skills and expertise help deliver your specialist group aims and objectives.

You'll work with the committee to develop an overview of the strategic developments affecting the specialist group from both within the BDA and externally to the profession. Using your knowledge and skills to represent specialist group members interests, advocate for the specialism and the dietetic profession as a whole.

We don't expect you to do it alone, you'll work closely with the specialist group committee and with the support of the BDA staff team.

Through this position you will gain organisation, communication 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, building networks, sharing knowledge and skills.

Main duties and responsibilities

- Support the committee in delivery of group projects.
 - Work closely with the BDA's Volunteer Officer (Groups and Branches), seeking advice and guidance where needed.
 - Learn from committee members with specific portfolios, getting involved and leading on specific projects as required.
 - Undertake specific duties as agreed with the committee e.g., support research activities, sub groups or work on specific projects and tasks.
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Training Support and Resources

for this role is offered by key committee members including the Chair, Secretary and Treasurer who work as a team to set strategy, determine priorities and lead the committee to success.

We have a variety of resources, tools and training available to support this role including:

- Full induction with BDA staff and a full handover from the previous postholder.
 - Training and development opportunities to help build personal and professional skills including workshops, webinars and the BDA's annual volunteer conference.
 - Committee leadership training to help build skills in strategy and governance.
 - Access to our volunteer handbook and volunteer hub providing a range of resources and guidance.
 - Regular communications including a monthly volunteer ezine with BDA updates and opportunities.
 - Networking with other volunteers through events, webinars and access to our volunteer forums.
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Length of service and commitment

You will be elected for a two-year term of office and have the option to extend for an additional two-year term. Members who undertake this role often transition into a committee role with portfolio, using the first term to learn about the committee and the work that is undertaken. Reasonable notice can be given if you are no longer able to fulfil this role.

There are a number of training and development opportunities available, including a detailed induction with BDA staff and governance training to be undertaken upon commencement of each term.

Committee meetings are held regularly though out the year and can be attended virtually if required. There is a varying and flexible amount of work in between meetings which is dependent on the strategy, workplans and projects agreed to by the committee.

The specialist group holds a minimum of one event for members a year which includes the Annual General Meeting, it is typical for the committee to attend these events.

Appointment method

To apply for this role please submit a [nomination form](#) and a copy of your CV to CysticFibrosisGroup@bda.uk.com by **30 April**. Nominees must be a member of the group and provide the names and signatories of two BDA members to support their nomination.

If you would like an informal, confidential discussion about the role and the nomination process, please contact Kerry-Lee Watson and Jacqueline Lowdon at CysticFibrosisGroup@bda.uk.com.