

## The British Dietetic Association volunteer position – Chair

<p><b>Role</b></p> <p>Chair, West Midlands Branch</p>
<p><b>Aims/Objectives of the Branch</b></p> <ul style="list-style-type: none"> <li>• To act as a source of communication between the BDA and local members.</li> <li>• To provide a forum for Dietitians to meet on a regular basis</li> <li>• To provide educational opportunities to Dietitians to support Continuous Professional Development.</li> <li>• To promote the sharing of information and examples of best practice</li> <li>• Promote the role of the BDA in the West Midlands region, including recruitment and retention of members.</li> </ul>
<p><b>What this post has to offer</b></p> <p>This is a key position within the BDA Branch network. As a Branch chair you will lead the motivated committee of volunteers, who work as a team to deliver the Branch objectives. 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 the region, sharing knowledge and skills.</p>
<p><b>Main tasks/responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide overall leadership, drive, motivation and coordination for the Branch and committee.</li> <li>• Call, attend and Chair committee meetings, AGMs and EGMs of the Branch, ensuing they are run effectively and efficiently.</li> <li>• Understanding of and upholds the Branch responsibilities within its own constitution and BDA governance.</li> <li>• Prepares the Chair's report for the Annual General Meeting (AGM).</li> <li>• Main contact and representative of the Branch within the BDA.</li> <li>• Presents an annual report and annual plan on the activities of the Branch.</li> <li>• Ensures there is a succession plan in place to find and recruit new committee members, when needed.</li> <li>• Supports and encourages the committee in delivery of Branch work.</li> </ul>
<p><b>Level of commitment</b></p> <p>Committee meetings are held up to four times a year, plus a varying and flexible amount of work in between times. The Branch aims to hold two events for members, one will include the Annual General Meeting. A 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.</p>
<p><b>Main times of volunteering</b></p> <p>Committee meetings are usually held on weekday evenings and are usually arranged by teleconference, if required. Branch events usually take place during weekday evenings.</p>
<p><b>Training and support offered</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Branch Handbook, templates and resources.</li> <li>• Individual induction, handover and training at convenient location and time for you.</li> <li>• Participation at the Groups and Branches networking day (held once a year).</li> </ul>