

BRITISH DIETETIC ASSOCIATION

STUDENT MEMBER

ROLE DESCRIPTOR

Period of appointment:

September 2021- August 2022

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. The Board consists of at least 12 Directors, including a Chair, a Treasurer and members from across all four UK countries. In addition, the Board appoints a non-voting member from the student membership: to represent the student voice and to act as a channel for communication between the Board, the BDA office and the students.

While the student member may not have voting rights they are expected to contribute fully to the Board agenda, attend all meetings and Board events and take part in discussions in the same way as the Directors. This is an excellent opportunity for a student member to take on a strategic leadership role and learn more about the BDA, while helping contribute to their own career potential.

Role Description:

- Acts alongside the Directors of the company and is jointly responsible for the promotion of the BDA, exercising their independent skills and judgment to support the Directors.
- Provides leadership to the company and supports the work of the staff, office and members.
- Ensures excellent communications between the office team and the student members.
- With the Directors, 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.
- Helps provide strategic direction and makes policy and strategic decisions. in the best interests of the company and profession.
- Contributes to the wider business of the company.
- Represents the Board to members and externally at meetings or events.
- Supports the office in promoting awards and events to the student membership
- Visits the BDA office as necessary, attends the AGM, national events and Annual Conference.

Skills and competencies required:

	Essential	Desirable
Student member of the BDA	X	
Experience of working within a committee environment and the need to work collaboratively		X
Understanding or experience of professional organisations		X
Knowledge of dietetics or evidence-based nutrition science	X	
Understanding 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
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
Demonstrable commitment to equality, diversity and inclusion – dealing with people and issues honestly, fairly and with respect		X

Time Commitment:

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

Term of Office:

The student member is recruited for a term of office of 1 year. They may serve more than one term of office as long as they are a student during their term of office.

Remuneration:

All actual expenses incurred will be reimbursed but there is no payment made for the time commitment.

Induction:

Induction and training will be provided

How to Apply:

Further details about being on the Board of Directors can be found on the BDA website. For an informal discussion on the role please contact either the current student member (studentmember@bda.uk.com), the Chairman (chair@bda.uk.com) or the Chief Executive below. To apply, send a short letter of application and your CV, explaining how and why you believe you meet the criteria and what you will add to the role.

If there is more than one application then the student members will be asked to vote on their preferred candidate.

Letters of application and CVs must be returned by email to:

Andy Burman
Chief Executive
The British Dietetic Association

c/o Karen Leek, Director of Business Administration

Email address: k.leek@bda.uk.com

Closing Date for applications is: 5pm on 16th July 2021