**The British Dietetic Association volunteer position – Events Organiser**

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| **Role:**Meetings Organiser |
| **Aims/Objectives of the Group**1. Bring together Dietitians with an interest in the nutrition of older people – we believe nutrition for older adults is a specialism on a par with any other area of dietetic expertise
2. Provide a forum for the exchange of ideas, information and experience - OPSG has a discussion forum which we encourage members to use to post questions and offer replies
3. Offer advice and support to Dietitians working with older people – our website provides access to an annually updated list of key national resources and guidelines on all aspects of nutrition in older adults
4. Produce evidence based resources to promote and encourage good nutrition for older people – we produce simple patient/carer resources which are available to purchase from NDR-UK
5. Build links with other agencies and voluntary organisations - we assist various national organisations and charities (see Friends of the Elderly as an example) to improve the accuracy and appropriateness of their nutrition resources for older people
6. Support research – we offer our support to relevant research projects
7. Promote older peoples nutrition on Twitter and Instagram – follow us @BDA\_olderpeople
8. Champion the use of food as treatment in cases of malnutrition - we believe that our in depth knowledge and understanding of food is one of the unique skills of Dietitians. In 2018 we produced OPSG guiding principles to demonstrate our core values.
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| **What this post has to offer**By becoming involved with a BDA Specialist Group you will have the opportunity to pursue your dietetic interests and gain practical experience. This role is key to meeting the main objectives of the Group by arranging study days and CPD events. Through this position you will gain organisation, event management, communication and project management skills, which can translate directly into career development. It will also give you an opportunity to work with colleagues within your speciality, sharing knowledge and skills.  |
| **Main tasks/responsibilities*** Responsible for planning and co-ordinating OPSG study events .
* Work with the Treasurer to plan an event budget, ensuring that all income and expenditure targets are met.
* Plan the programme, working with the committee and Group members on ideas for topics and speakers.
* Develop a sponsorship and partnership proposal for the event and approach relevant companies and organisations.
* Manage the relationship and work with the BDA office events administrator and ensure the service agreement is met in regards to venue, speaker/sponsor liaison, marketing, logistics, delegate registration, finances and on site management of the event.
* Work with the PR/Communications Officer to utilise BDA and Group communication channels to market the event.
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| **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 Meetings Organiser 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)
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