

The British Dietetic Association volunteer position – Secretary

Role

Secretary, Parenteral and Enteral Nutrition Group

Aims/Objectives of the Group

Aims of the group

- To support and develop UK high quality evidence based dietetic practice within oral, enteral and parenteral nutrition support.
- To provide up to date evidence-based information on methods of nutritional support.
- To encourage and enable continued educational development of the Dietetic profession, healthcare colleagues and our membership
- To promote the benefits of the dietitian's role working in the field of nutrition support in all care settings.
- To provide clear and easy to understand evidence-based information to dietitians, patients, other health care providers and the media/public.
- To ensure the financial security and sustainability of PENG.

Objectives of the Group

- To produce and update as required evidence-based practice guidance documents (clinical guidelines, professional consensus statements, position statements) in nutrition support including oral enteral and parenteral for the identification treatment and prevention of disease related malnutrition in both primary and secondary care, through a networked membership and Clinical Leads. Initiation and coordination will be with the Clinical Quality Policy Officer of the BDA to ensure high quality production, with development through PEN (Practice based Evidence in Nutrition).
- To provide high quality, clear and balanced, evidence based dietetic and patient resources (e.g. diet sheets, food fact sheets, patient treatment pathways) to facilitate the implementation of our evidence based professional guidelines. We aim to produce BDA resources for patients, dietitians and the public at minimal pricing, supporting widest possible usage within NHS and UK private clinical practice, co-ordinating with relevant charities and any other organisations where possible e.g. BAPEN, BSG, NNNG, PINNT, BSNA, Carers UK. To work continuously to raise the profile of dietitians working in nutrition support.
- To facilitate learning by holding regular study days including Masters level course.
- To promote dietetic involvement in research and audit.
- To encourage good working relationships with other health care providers to enhance our knowledge, understanding and professionalism.
- To share experiences and provide a channel for communication and networking between dietitians working in other BDA specialist groups particularly where there is overlap or opportunities for collaboration e.g. Gastroenterology, Older People, Food Counts, Public Health, PDSG, Paediatric group and Critical Care group.
- To provide support and mentorship to dietitians working in the field of nutrition support.

What this post has to offer

By becoming involved with a BDA Group you will have the opportunity to pursue your dietetic interests and gain practical experience. This role is key to the successful running and organisation of the Group. Through this position you will gain organisation, communication, writing 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, sharing knowledge and skills.

Main tasks/responsibilities

As secretary you have a particularly important role as the conduit between your committee and the BDA, providing snapshots of meetings, ensuring that your committee is up to date with its annual governance requirements and working closely with the Chair to ensure that

your Group or Branch is running smoothly.

Secretary responsibilities include -

- Co-ordinate committee meetings, AGM and Group communication
- Produce meeting agendas and takes minutes at committee meetings and AGM
- Stores files and communication, complying with the Data Protection Act
- Co-ordinate the circulation of communication to Branch members and BDA office
- Assists the Chair with the running of the Group or Branch
- Supports the committee in delivery of Group and Branch work
- Provide Volunteer Officer with details of committee meetings
- Provide Volunteer Officer with copies of meeting minutes and AGM minutes
- Co-ordinate committee recruitment
- Supports the committee in delivery of Group work.

Level of commitment

Committee meetings are held up to 4-6 times a year, plus a varying and flexible amount of work in between these meetings. The PENG aims to hold 2 study days for members per year, of which one of these will include the Annual General Meeting and is usually integrated within the Annual BAPEN meeting. A member 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, evenings and when possible are attached to other meetings e.g. BAPEN, PENG clinical update meeting to minimise costs and can be arranged by teleconference, if required. To meet with AGM requirements PENG events usually take place during late Autumn as part of BAPEN or as a stand-alone day depending on needs to group and membership.

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 individual.
- Volunteer Handbook, templates and resources.
- Volunteer hub with resources, help and guidance
- Facebook networking group for group and branch volunteers
- Online webinars and training
- Induction, handover and training at convenient location and time for you.
- Participation at the Groups and Branches networking day (held once a year).

*Please note that due to COVID 19 all meetings have currently moved to monthly virtual meetings for 1.5 hours in early evening however will change to include some face to face as restrictions and capacity allows. Study stays have been run as a series of webinars.

AGM was held virtually in 2020 and will be also in 2021 due to COVID 19 uncertainties.