

The British Dietetic Association volunteer position – Secretary

<p>Role Secretary, West Midlands Branch</p>
<p>Aims/Objectives of the Branch</p> <ul style="list-style-type: none"> • To act as a source of communication between the BDA and local members. • To provide a forum for Dietitians to meet on a regular basis • To provide educational opportunities to Dietitians to support Continuous Professional Development. • To promote the sharing of information and examples of best practice • Promote the role of the BDA in the South East region, including recruitment and retention of members.
<p>What this post has to offer</p> <p>By becoming involved with a BDA Branch 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 Branch. 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 the region, sharing knowledge and skills.</p>
<p>Main tasks/responsibilities</p> <ul style="list-style-type: none"> • Co-ordinate committee meetings by arranging venues and/or teleconference facilities, setting dates, catering and communicating with committee members. • Co-ordinate the Annual General Meeting, including arranging the elections, advertisement of vacant committee posts and any e-voting required. • Develop meeting agendas in consultation with the committee and circulate, with supporting papers, prior to committee meetings and AGM. • Take meeting minutes and ensure they are circulated to committee members, Branch members and BDA Groups and Branches Officer within 2 weeks of the meeting. • Responsible for ensuring the electronic storage of files and communication, complying with the Data Protection Act and utilising BDA office resources. • Assists the Chair with the running of the Branch. • Supports the committee in delivery of Branch work.
<p>Level of commitment</p> <p>Committee meetings are held up to x times a year, plus a varying and flexible amount of work in between times. The Branch aims to hold x events for members, one will include the Annual General Meeting. A Secretary 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>Main times of volunteering</p> <p>Committee meetings are usually held on weekday evenings and can be arranged by teleconference, if required. Branch events usually take place during weekday evenings.</p>
<p>Training and support offered</p> <ul style="list-style-type: none"> • 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. • Branch Handbook, templates and resources. • Individual induction, handover and training at convenient location and time for you. • Participation at the Groups and Branches networking day (held once a year).