

## The British Dietetic Association volunteer position – Treasurer

### Role

Treasurer, Parenteral and Enteral Nutrition Group

### Aims/Objectives of the Group

#### PENG aims

- 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.

#### PENG objectives

- 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

This is a vital role within the Group, co-ordinating all financial matters and providing accurate records of all financial transactions. You will work very closely with the BDA Accounts Department, who will provide constant support and training for your role. Through this position you will gain financial management, communication 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**

- Overall responsibility for financial matters, working very closely with the BDA Accounts Department.
- Provide accurate records of all financial matters.
- Ensure the Group does not spend an amount greater than its available funds.
- Submit regular information on the financial activity of the Group to the accounts department in the format of payment and receipt packs.
- Attends the BDA Treasurers Training Day.
- To collate 3 year forecasts for PENG and ensure the group spends no more than available funds, and focus on planning and budgeting.
- Develop and maintain consultancy agreements with all sponsors and providers of services

**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 2 events for members per year, one will include the Annual General Meeting. The BDA also hold a Treasurers Training Day for new Treasurers. The position 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 member.
- Treasurers Training Day, Treasurers Handbook and continuous support from BDA Accounts Department.
- Group 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).

**Recruitment process and how to apply**

For an informal chat email Kate Hall the current chair or any current member of the PENG committee. If you would like to apply for the role, please complete a nomination form and return to [peng@bda.uk.com](mailto:peng@bda.uk.com) by 8th November 2019. All nominations should be proposed by a full member of the PENG and seconded by 1 other BDA member. Where two or more nominations are given for one position, an electronic vote will be held prior to the AGM.