

JD and Spec Template for BAPEN Medical (and BAPEN Medical Trainees)

Job Title: BAPEN Medical Committee chair

Reports to: BAPEN council / president

Other regular relationships: BAPEN Medical committee members and BAPEN council members

Purpose of the role: to chair BAPEN Medical committee

Overview of this role:

The BAPEN Medical committee is made up of doctors and surgeons with an interest in nutrition who work in a wide range of medical / surgical fields. We are a core group of BAPEN. Working as part of BAPEN as a multidisciplinary organisation, we represent medically qualified professionals in the nutrition field, including supporting the BAPEN trainees committee (made up of doctors and surgeons in training). Regular activities include organising an annual education event (BAPEN Masterclass) currently held on the day prior to the main annual conference as well as organising a symposium as part of the main BAPEN conference. In addition BAPEN Medical seeks to further BAPEN's aims in other ways, in particular by expanding the reach of nutrition education and supporting nutrition research and development. For example we have recently organised a Basic Nutrition Training Day for doctors in training and plans are underway to establish a clinical research network.

The BAPEN Medical Chair oversees and coordinates these activities and is a link between the BAPEN Medical committee and BAPEN Council, on which the chair sits and represents BAPEN Medical members. Some other tasks may be assigned from the council / president if matters arise which are relevant to doctors and surgeons.

Main duties:

- Lead the work of the BAPEN Medical committee including, but not limited to, organisation of the annual Masterclass and a symposium in the BAPEN conference
- Provide an annual report of activity to the relevant Executive Officer
- Promote the role of BAPEN and relevant core groups and SIGs work and support delivery of BAPEN key strategies
- Work with the Comms Officer to support social media and other relevant comms activity as required
- Attend and contribute to all BAPEN Medical committee and BAPEN council meetings unless attendance is not possible due to exceptional circumstances
- To declare any conflicts of interest prior to committee or SIG meetings in relation to the agenda
- To ensure declarations of interest are made annually as required

Expectations:

- This is a voluntary role with no payment
- Abide by all of BAPEN's policies and guidance. Of specific note for are:
 - Equality, Diversity and Inclusion Policy available at <https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-edi-policy-2021.pdf>

- Declarations of Interests Policy available at <https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-delaration-of-interests-policy-updated-october-2020.pdf>
- Requests for agreement to travel and expenses will be made in writing to the relevant Executive Officer or Chair of Committee or SIG prior to any expenditure. Agreement will be made in writing. Expenditure will be reimbursed in accordance with BAPEN's Guidance on Expenses for Meetings and Conferences available at <https://www.bapen.org.uk/pdfs/policies-and-procedures/expenses-entitlement-04-019.pdf>

Eligibility to apply:

- A registered doctor or surgeon, a BAPEN member and member of BAPEN Medical
- Conduct will reflect BAPEN's values of Listen, Lead, Share and Support and the ED&I policy

Tenure:

The position is for a 3-year term. On discussion with the relevant BAPEN Executive member and with mutual agreement this may be extended for another 1 tenure. Identification of a deputy to deputise and shadow the role for the last year of tenure is encouraged to provide resilience, succession planning and sustainability of the committee/group.

Time commitment:

Variable but estimate 2 hours per week, in addition to attending quarterly BAPEN council meetings (half day) and approximately 6 BAPEN Medical meetings (1 hour, virtual) per year.

Benefits of undertaking the role:

The position provides an opportunity to sit on BAPEN council and be part of wide reaching discussions and plans around BAPEN as an organisation and influence nutritional care in many guises. In addition there is significant freedom to develop BAPEN Medical and it's activities depending on the interests and skills of the individual, alongside the committee.

Process of application:

Expressions of interest will be asked from the membership through the Secretariat and Comms Officer. Applications will be considered by the relevant Executive Officer(s), Chair and other officers of the Committee or SIG as appropriate.

Date prepared: October 2024

Date for review: June 2027