JD and Spec Chair of PENG

Job Title: Chair of the Parenteral and Enteral Specialist Group (PENG) of the British Dietetic Association (BDA)
Reports to: BAPEN Council and BDA Council
Other regular relationships: British Dietetic Association

Purpose of the role:
As a Group chair you will lead and guide the motivated committee of volunteers, who work as a team to deliver the Group objectives. You will have an overview of the strategic developments affecting the Group, both within the BDA, BAPEN and externally to the profession.

Main duties:

- Provide overall leadership, drive, motivation and coordination for the Specialist Group and committee.
- Call, attend and Chair PENG committee meetings, AGMs and any EGMs of the Group, ensuing they are run effectively and efficiently.
- Understanding of and upholds the Specialist Group's responsibilities within its own constitution and BAPEN and BDA governance.
- Main contact and representative of the Group within BAPEN (and BDA).
- Presents an annual report and annual plan on the activities of the Group.
- Ensures there is a succession plan in place to find and recruit new committee members, when needed.
- Supports and encourages the committee in delivery of Group work
- Provide an annual report of activity to the relevant Executive Officer for the AGM (BAPEN and BDA)
- 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 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 member of the BDA PENG group and elected to the PENG committee as PENG Chair
- Conduct will reflect BAPEN's values of Listen, Lead, Share and Support and the ED&I policy

Tenure:

The position as set by the BDA. An individual will be elected to the committee for a 2-year period of office. Where vacancies arise before the term of office has been completed, or where a vacancy has been unfilled at the AGM, the committee have the right to co-opt an individual to serve until the next AGM. 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:

- Attend PENG committee meetings 6/year 1.5hours=9 hours
- Attend BAPEN council meetings 4/year x 4 hours = 16 hour
- Support/contribute to working groups, task, BAPEN activities, communication etc 1hour/week= 52hours
- **Total = 77hours= 6.5hours/month**

Benefits of undertaking the role:

Through this position you will gain leadership, mediation 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. Gain a greater understanding of national and international objectives for the promotion of management and malnutrition. Gain insight into national drivers and influences.

Process of application:

Through the BDA

Date prepared: October 2024
Date for template review: October 2027