



Annual report template – Specialist Groups

Specialist Groups are integral to the BDA; providing a huge variety of benefits and services to members, representing dietitians at a national and local level and developing the profession. The BDA is hugely grateful to all those members who serve on a committee to ensure this work continues.

On an annual basis, we ask each Group to complete an annual report reflecting on past achievements and an annual plan to ensure the success of the next year. We use this information to celebrate your achievements to the membership, BDA Board and staff and also to ensure we can fully support each Group and Branch in their aims and work plan for the next year. We also hope it helps the committee reflect, celebrate and plan.

Please complete the following template to report on your Specialist Group activities over the past year returning to us by **30th April 2021**.

The annual report will cover all activities from 1 March 2020 - 28 February 2021.

Name of Specialist Group	
Date of report	March 2020 to February 2021
Date of plan	March 2021 to February 2022
Completed by (Name and committee position)	
Date	

Committee information

Please list your current committee at the time of completing this report. Please list departing committee members from March 2020-February 2021 and any other structure changes, e.g. the introduction of new committee roles.



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Membership

Please detail any membership recruitment activities that you carried out in the past year and if carried out, how did you measure the success of these activities?

Did you introduce any new member benefits? E.g., webinars, resources or guidance

Meetings and Events

Please list the dates of Group study days/events that you held in the past year with the number of attendees and topic/title. Please include online events.

Please state the date of your AGM and the number of attendees.



Did you have any sponsors or 'in kind support' for your activity? Please detail here.

Specialist Group activities

What have been the key activities for the year?

What went well and why it was successful?

What was not achieved and what lessons can be learned?



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How did your activity change due to the pandemic? What challenges did you face? How did you overcome them? What opportunities were gained?

What permanent changes will you make to the way that you run the Specialist Group? E.g. more online committee meetings/webinars

Did you offer any support to your members around COVID-19? What did this look like?

External contractors/consultants

Did the Specialist Group use paid for services for a project or resource, from an individual or a company, e.g. event management, administration resources, website development, project management, design, etc? Please detail here.



BDA Ambassadors (members representing the BDA externally)

We really value the work that Specialist groups do to help the BDA have an impact around the table within external working groups, committees, professional bodies, etc. Please state who your Ambassadors are, representing your Group (if any) and provide a summary on progress.

Collaborations and alliances

Teaming up with other organisations and campaigns is another great way to maintain our impact. Please outline any relationships or noncommercial partnerships you have built and share how it has benefitted the BDA or dietitians generally.

Thank you and honours

The BDA has a process for honouring key members who have contributed to your Specialist Group, if you wish to formally recognise committee members or anyone who has made a significant contribution please go to the [BDA honours page](#) to submit a nomination form. The process is quick and simple and if successful they will have the opportunity to be honoured for their work at the BDA annual awards dinner.

If you wish to submit a general thank you please provide details below -



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Later in the year we will be honouring Groups, Branches and members who made a contribution to the BDA's response to the pandemic. Please detail any activity, individual members or groups that should be recognized during this process. **The deadline for this information is 30 March to volunteers@bda.uk.com**