



ROLE DESCRIPTION

Role title

BDSA President and BDA Students Committee Vice Chair

Report to

BDA Student Committee Chair

Objectives of the role

The BDSA President is a dual role, firstly as President of the BDSA and secondly as the Vice Chair of the BDA Student Committee to oversee social and political student activities. This role is a figurehead for UK dental students and represents the voice of UK dental students.

The BDSA President has several responsibilities:

1. Lead the BDSA Executive Committee
2. Chair BDSA Committee meetings
3. Vice chair BDA Student Committee meetings
4. Represent the BDSA and all UK dental students

The BDSA and BDA are separate organisations, however as a dual member of the BDSA and BDA Executive Committee, you have two roles: first to organise the social aspects with BDSA and carry out political work as Vice Chair of the BDA Student Committee.

Main duties and responsibilities

- **Meeting attendance**
Attend BDSA (morning) and BDA Student Committee (afternoon) meetings twice a year in London.
- **Chair BDSA meetings**
Organise the schedule and content of meetings of the BDSA committee and ensure all necessary topics are discussed. Ensure and organise votes for any decisions to be made, plus work alongside the BDSA Communication Officer to ensure that two BDA reps for each dental school attend.
- **Organise BDSA socials**
Organise the location of the evening meal after BDSA/ BDA Student Committee meetings. This includes booking the venue and facilitating members of the BDSA committee attendance.
- **Vice Chair for BDA Students Committee meeting**
Ensure all BDA reps are involved in discussions around politics relating to all UK dental students. Alongside the BDA reps, ensure all students are represented and have their voice heard on important topics surrounding all aspects of dentistry for students and their future careers.
- **Arrange Annual General Meeting (AGM) at the BDSA annual conference**
Liaise with the BDSA Secretary (Conference Organiser) and Communications Officer to ensure attendance of all conference delegates at the AGM, plus organise the meeting schedule and contents.
- **Attend the BDA Student Presidents meeting**
At this event for dental society Presidents and Vice Presidents the BDSA President delivers a short (10 minute) presentation to the group to outline the role of the BDSA and to promote the upcoming conference and sports day. Expenses are covered by the BDA.
- **Attend the British Dental Conference and Dentistry Show**
All members of the BDSA Executive Committee attend this event to meet with the BDA Chief Executive, BDA Chair of Board (PEC) and BDA President to discuss dental students' issues and needs. The meeting is usually held on the Saturday over lunch. Travel expenses are covered by the BDSA. www.bda.org/conference
- **Attend any events/meetings where BDSA requires representation**
Examples include Dental Schools Council meeting. Accommodation and travel are covered by the BDSA.
- **Promote BDSA and BDA**
Publicise BDSA events and promote BDA Student Membership.

- **Organise election of the new Executive Committee**
This includes promoting the Executive Committee roles in the run up to the BDSA Conference, plus giving a short presentation to all delegates at the BDSA Conference to tell everyone about the roles and invite students to apply. You may choose to invite other Exec members join you in delivering this presentation.
- **Support all members of the Executive Committee and the BDSA committee in their roles**
This involves co-ordinating the Executive Committee to enable them to carry out their roles effectively. It also involves being prepared to assist with any problems encountered where needed.
- **Create online profile for the BDSA webpage**
Write a 200-word profile and provide a headshot picture for the BDSA webpages: bda.org/bdsa
- **Handover**
At the end of your term, arrange a handover phone call with the incoming BDSA President. Ensure all documents, contact lists and any other information is made accessible to the new BDSA committee in the BDSA Google Drive.
- **The BDSA President also has the following responsibilities:**
 - Act as a BDA and BDSA school contact
 - Canvas opinions on matters discussed at BDA Student Committee and BDSA meetings
 - Approach the BDA about matters of student concern.

PERSON SPECIFICATION

The following skills and attributes are desirable

- Experience of a leadership role.
- Excellent personal organisation skills, including the ability to prioritise, plan, and work well with others to ensure meetings/events can run smoothly and efficiently.
- Excellent interpersonal, written and verbal communication skills. Confidence in ability to interact with people at all levels, including public speaking.
- Demonstrable experience of working as part of an effective team.
- Be passionate about the BDA and BDSA and ensure Dental Students in the UK are represented on a political level.

SELECTION PROCESS

- The BDSA President is voted in at the Annual General Meeting which takes place at the BDSA Annual Conference (spring).
- To run for BDSA President, the student must have previously been a BDA Student Representative. The student must have also attended two or more BDSA/BDA Student Committee meetings.

March 2019