

## Volunteering Brief

<b>Ref</b>	ZR_16_JOB
<b>Project/Role Name</b>	Local Network Coordinator
<b>Skill Required</b>	Communication Skills, organisational skills, leadership, proactive
<b>BANT Lead</b>	Network Coordinators Team Leader
<b>Hours Required</b>	Variable – 1 hour per week in the run up to a meeting, less at other times
<b>Work Description</b>	<ul style="list-style-type: none"> <li>• Be a BANT point of contact for members in the area. This keeps an important line of communication open between BANT and its members</li> <li>• Arrange at least 2-4 meetings per year that support local practitioners and students</li> <li>• Source speakers for each meeting to present on a specific health or business-related topic</li> <li>• Set an Agenda that reflects local interests, for example, group support and advice, speaker presentation, case study discussion, practice-related issues</li> <li>• Coordinate meeting venue, refreshments and logistics</li> <li>• Communicate with local nutritional therapists to promote local meeting events</li> </ul>
<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• Arrange 2-4 meetings per year</li> <li>• Attend quarterly catch-up calls with the Network Coordinators Team Leader</li> <li>• Set an Agenda that reflects local interests</li> <li>• Provide group members with important updates from BANT</li> <li>• Feedback queries from members to BANT</li> </ul>
<b>Key Milestones</b>	
<b>Budget</b>	Voluntary position