BSACI
Improving Allergy Care
through education, training and research

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BSACI Dietitians Specialist Interest Group (SIG)
Terms of Reference

Our mission:

The British Society for Allergy & Clinical Immunology (BSACI) is the national, professional and academic society which represents the specialty of allergy at all levels. Its aim is to improve the management of allergies and related diseases of the immune system in the United Kingdom, through education, training and research.

Our Values

- Trusted

As professionals and practitioners - We demonstrate integrity and independence in our work
As experts - We are qualified to provide expert opinions and we make decisions based on scientific evidence for the benefit of our patients.
As colleagues - We offer a safe, supportive environment for members to share challenges and learn from each other.

- Connected

We provide an interface between professions, disciplines and special interest groups in the field of allergy and clinical immunology.
We are an inclusive, responsive society for our members.
We ensure that our work is informed by current research and new thinking in our field.
We connect with others to increase our impact and influence to bring about change.

- Forward Thinking

We provide leadership and advocate for change to improve patient care at national, regional and local levels for our specialty.
We inspire, develop and implement best practice in our fields of work.
We provide specialist education and learning opportunities to support our members' professional development.
We drive improvements in clinical management through education, training and research and by collaboration with patient groups, policy makers and other stakeholders.

Objective/Purpose of the Dietitians SIG

The British Society for Allergy and Clinical Immunology Dietitians SIG objectives are:

- To influence allergy strategies locally and nationally through the skills, knowledge and research experience of the membership.
- To provide expert opinions to BSACI and externally through links with other professional organisations.
- To co-operate and collaborate with other allergy specialist groups to influence improvements and developments in the care of patients with allergy.
- To provide strong leadership skills, support and values to our dietetic members
- To participate in raising the standard of allergy dietetics and clinical effectiveness in conjunction with the relevant government policies.
- To support workforce issues, service development and business planning for dietitians
- To identify, undertake and promote opportunities for audit and research in food allergy
- To facilitate the education and training of dietitians specialising in allergy
- To provide a link to the Food Allergy Interest Group of the British Dietetic Association

The Dietitians SIG will meet annually at the BSACI conference to review progress on these objectives.

All dietitians who are members of the BSACI can apply to be a member of the SIG. A criterion for membership of the group includes working with patients in primary, secondary or tertiary services involving conventional allergy management as defined by the BSACI. Any person who is refused membership can appeal to the group. The decision of the group is final.

Membership of the Dietitian SIG

The Dietitians SIG will meet 4 times a year in order to conduct business and carry out its objectives, as well as review objectives for the SIG. Membership of the Dietitians SIG is undertaken via an Expression of Interest via the BSACI membership and interviews will be required if more than one person applies for the position.

All posts are a two-year appointment. We aim to maintain a balance between adult and paediatric dietitians. Nominations are invited from the membership of the BSACI Dietitians. Applications must include a summary of current clinical role and background in allergy as well as the qualities the applicant can bring to the SIG. Voting is then undertaken by the group (first past the post system). Applicants are then informed by the chair of the outcome.

The BSACI supports the work of Dietitians SIG by means of expense payments as well as through organisational support provided by the BSACI Office if required.

Role	Responsibility
Chair(s)	Must have served on the Dietitians SIG for at least one year prior to this. Chairs the group Sets meeting agenda Reviews Conflicts of Interest for attending members Disseminates Council business to the group Presents annual achievements at the annual SIG meeting at BSACI conference Works with the group identifying gaps and establishing requirements for dietetic projects and research Liaises with BSACI dietitian members to identify areas where BSACI can support Dietitians working in allergy Links with other relevant organisations eg BDA, HCPC, IQAS

	Supports conference representative Remains on the Committee for an additional year after stepping down as chair
Vice Chair(s) (Incoming chair)	Supports Chair in their role and deputises in their absence Automatically becomes Chair once Chair steps down.
Education and training (Conference) Reps	Attends conference organising meetings (face to face and online via TEAMs) Seeks ideas for future conferences from dietetic membership of BSACI. Helps to identify suitable dietetic speakers for conference Ensures the conference programme meets the educational needs of Dietitians Participates in organisation of BSACI webinars and AHP educational events outside of the conference. Co-ordinates educational activities with BDA Food Allergy Specialist Group Links with BAEN Paediatric and adult allergy representation is encouraged in this role
Representative on the Standards of Care Committee	Sit on SOCC and provide feedback to the group
Additional members	If a gap in expertise/ speciality is identified, further positions may be added as agreed by existing SIG members

NB: The members of the Dietitians SIG will liaise with members of the other BSACI specialist groups and also with the SOCC directly or through the dietitians who sit on SOCC. Representatives from other groups may be invited by the Chair to join SIG meetings for matters related to their expertise.

Quoracy will be determined once the group representation is confirmed The BSACI President is an ex-officio member of the dietitian's group and may also attend meetings.

Appointment of VICE Chair

The process of appointing a new VICE Chair will begin with an invite for 'Expressions of Interest'. Applicants will be required to send in a CV and letter detailing their experience/expertise in relation to the position to the Chair and VICE Chair as well as a completed online 'Declarations of Interest' form. If there is only one suitable applicant, and the Chair and current VICE Chair agree, then that applicant will be appointed to the Dietitians Group as VICE Chair. If more than one application is received the applicants will be invited to attend an interview which will be conducted by the BSACI CEO, Chair and VICE Chair. The Chair will be an ex-officio member of the BSACI council.

Appointment process of members of the Dietitians Specialist Interest Group (SIG)

Once a position becomes available in the SIG or a gap in specific expertise / specialty is identified, an 'Expressions of Interest' email will be sent to BSACI Dietitian members by the BSACI office inviting applications which will detail the experience required in relation to the position. Application is by CV together with a covering letter stating relevant experience, expertise/specialist interest in relation to the vacant position. The Chair and one other member of the group will appoint based on the applications received, and if there are more applicants than positions the Chair and group Member will hold interviews of prospective candidates and appoint the most suitable candidate. Should the Chair and the group Member not agree on a candidate then a further interview may be required which will include the BSACI CEO.

Length of Term of Office

Each committee members' term will be for two years. Members may be appointed for a second consecutive term. The reason for reappointment should be recorded in the Dietitians Group Meeting minutes.

The BSACI Office will keep a record of all those on the SIG and the period of time in which they serve.

Once the term of office has ended ordinary members can remain in the committee for a further year.

Declarations of Interest

All members of the Dietitians SIG are required to complete a 'BSACI Declarations of Interest (DOI) Form' prior to joining. Declarations of Interest are a standing item on the agenda at every Committee meeting. It is the responsibility of the Chair to ensure the DOI forms are up to date and reviewed prior to each group meeting.

Members will not be added to any email distribution list nor be able to attend meetings until the DOI form is received. The DOI Form online should be updated by each member each year and throughout the year should any conflicts of interest arise. NB: For transparency all serving BSACI members DOI are open access online.

SIG members should not accept support from industry to attend meetings in a BSACI official capacity where members are referred to by their BSACI title. However, it is the decision of individual members whether to accept industry support in their individual capacity or not. Industry support must be declared, and permission sought from the Chair in order to be able to contribute to the area where the perceived COI exists.

Confidentiality

All members who are appointed will have sight of documents, or are party to discussions, relating to the development of guidelines before public consultation. SIG members are asked to keep these confidential until the final documents have been published.

Dietitians SIG Meetings

SIG meetings are held either in person at the BSACI Headquarters in London, the BSACI Annual Conference or virtually. At least one meeting each year will be in person. To facilitate attendance and/or participation, the dates of meetings will be decided well in advance (preferably at the last meeting of the year for the next year), the day of the week of the meeting will be rotated and no less than 8 weeks' notice should be given of any change in the meeting date. Members with a poor record of attendance, in the Chair's assessment, may be removed from the group.

Members who have to travel some distance to the meetings should book their travel as far in advance as possible to ensure they obtain the cheapest fare. Standard travel expenses will be reimbursed for those attending the meeting by completing a BSACI Travel Expenses form (which can be found in the members areas of the website www.bsaci.org) and sending their scanned receipts to accounts@bsaci.org

An agenda will be sent out by the Chair no less than 2 weeks before each meeting. Further agendas and papers will be circulated no less that one week before the meeting to ensure members have enough time to read these. Papers received after this time (especially detailed papers) may only be tabled at the discretion of the Chair or as an appendix at the end of the minutes.

The Secretary will record and draft minutes at each of the meetings. Minutes and actions will be drafted and sent out within three weeks of the meeting. The minutes will be reviewed, corrected, approved and signed at each meeting. Minutes will be stored for a minimum of 10 years by the BSACI Office.

BSACI office staff may help support the work of BSACI SIG from an operational level, however it is the responsibility of the Chair to ensure they provide advice and expertise on professional issues and clinical leadership with peers and external organisations when required to do so.

Members will be called upon in between group meetings to read and submit various documentation as and when necessary and to respond to requests and to review various documentation, this must be undertaken within the timeframe given.

Annual General Meeting

An Annual General Meeting of dietitian SIG members shall be held in each year during the BSACI Annual Conference.

The business of the Dietitians SIG AGM shall be

- To receive the Chair's report of the activities of the SIG during the preceding year
- To network and set the scene for future activities

No business shall be discussed at an annual general meeting unless notice thereof appears on the agenda, with the exception of routine matters or those, which in the opinion of the Chair of the meeting, are urgent.

All resolutions at the annual general meeting shall be passed by a simple majority vote of the members present at the meeting. In the case of an equal number of votes the Chair shall have the casting vote.
Each member shall have one vote.

The production of documentation

As well as develop guidelines BSACI also develop a range of non-guideline documentation which is approved by council. This is to ensure BSACI conforms to the highest clinical standards possible and provides consistent information when developing BSACI documentation/information/guidelines etc. Any process should actively support members in developing such material. Group members wishing to submit a proposal for SOCC consideration must do this via the 'BSACI Council Proposal Form'. These could include the following; however the list is not exhaustive;

- Guidelines
- Clinical Practice Statements
- Good Practice Papers
- Position Papers
- Statements
- Allergy Action Plans
- Standard Operating Procedures (SOPs)
- Reports
- Website material
- Accessibility and diversity considerations

When submitting documentation for SOCC review members should follow the published guidance regarding submission and pathways, details can be obtained via info@bsaci.org

Reviewed September 1st, 2026