

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Chair
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	National ADCES Office
EXECUTIVE BOARD:	Yes

Position Overview:

The Chair leads the team by organizing meetings, clarifying roles, and guiding state efforts to support members, while also serving as the main contact with the national office. The position is team-selected, typically for a 1-2 year term, with responsibilities including keeping national records up to date.

Duties and Responsibilities:

- Lead the team; call for and preside over meetings.
- Clarify the goals and roles for all leaders.
- Steer the state overall to meet the members' needs.
- Serve as point person for correspondence from the national office and share as appropriate with team and LNG leaders.
- The term is 1-2 years from January 1 through December 31, or if appropriate may serve longer; selected by the Arizona ADCES members.
- Ensure national has updated list of new chair and admin.

Executive Board Meetings: Monthly - Leads

Committee Meetings: As needed

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Team Leaders
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	Yes

Position Overview:

The Team Leaders collaborate with the AZ ADCES Chair to manage state programs with members overseeing areas like Education, Advocacy, and Membership, while critical roles like Technology and Finance must be filled. Coordinators are encouraged to involve members in volunteer roles and task forces for key programs, and work with LNGs to coordinate services. The term is one to two years, with no more than one consecutive term allowed.

Duties and Responsibilities:

- Work with AZ ADCES Chair to orchestrate programs and needs within the state.
- Individual team members may assume oversight for specific areas such as Education, Advocacy, Membership; two roles: Technology and Finance, are critical and must be covered.
- Individual coordinators are strongly encouraged to tap members at large for open volunteer positions and to form task forces to handle key programs such as a state-wide educational event or legislative initiative.
- Work with LNGs and members to coordinate service delivery.
- Term: strive for a one- to two-year position. Appropriate team members may only serve two consecutive terms.

Executive Board Meetings: Monthly

Committee Meetings: As needed

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Secretary
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	Yes

Position Overview:

The Secretary is responsible for taking meeting minutes, preparing agendas, maintaining official records, and facilitating communication between board members and other stakeholders. They also provide administrative support to the board and assist with annual reports.

Duties and Responsibilities:

- Take accurate minutes during board meetings, capturing key discussions, decisions, and action items.
- Help prepare meeting agendas in collaboration with the Board Chair and distribute them to members ahead of time.
- Maintain the organization's official records, including meeting minutes, bylaws, policies, and important correspondence.
- Serve as a liaison for communication between board members, executives, and other stakeholders.
- Ensure that the organization complies with legal requirements for meetings, record-keeping, and elections.
- Assist with the preparation and filing of any necessary annual reports and organizational documents.
- Offer administrative support to the board, helping with scheduling, documentation, and board member queries.

Executive Board Meetings: Monthly

Committee Meetings: Monthly

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Membership Leader
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	Yes

Position Overview:

The Membership Leader focuses on growing memberships by reaching out to new members, encouraging the formation of new LNGs, and ensuring ADCES materials are present at state events. They serve as the main contact for membership inquiries and use the state network page to engage non-members.

Duties and Responsibilities:

- Focus on building memberships within the state.
- Review the new member report and choose to contact the member.
- Actively encourage formation of new LNGs.
- Work to see that ADCES membership messages and materials are present at all events around the state.
- Be a point-person for questions regarding membership.
- Use the public state network page to reach out to non-members.

Executive Board Meetings: Monthly

Committee Meetings: as needed

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION: **Technology Leader(s)**
POSITION TYPE: Elected
EFFECTIVE DATE: January 1st
REVISION DATE: December 31st
VOTING: Yes
OFFICE COMMITMENT: 1-2 years
REPORTS TO: Chair
EXECUTIVE BOARD: Yes

Position Overview:

The Technology Leader(s) manage the state network page, keeping the front page updated, posting calendar items, and overseeing group announcements. They assist LNGs with their sections and coordinate communication for state-wide events, ensuring all activities are captured online.

Duties and Responsibilities:

- Serve as Web Administrator, the “go to” person for the state network page online.
- Maintain ADCES Connect AZ page and Social Media Pages
 - Post items to the calendar.
 - Oversee group announcements.
- Serve as contact for LNGs to assist in developing their sections (calendar, discussions, etc.).
- Coordinate communication for statewide events.
- Works with the CB to ensure that ongoing activities and events, discussions, etc. are captured on the state’s online community.

Executive Board Meetings: Monthly

Committee Meetings: As needed

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Finance Leader
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	Yes

Position Overview:

The Finance Leader works with the Coordinating Body and LNGs to prepare the annual budget, reviews monthly financial statements, and manages project requests for statewide events. They handle expense approvals, oversee financial requests from LNGs, and act as the liaison with the national office for financial matters.

Duties and Responsibilities:

- Prepare, in conjunction with the Coordinating Body and input from LNGs, overall program annual budget to assure resources are allocated appropriately; should be prepared by September 1.
- Review monthly financial statements.
- Prepare and submit as needed project requests for statewide events.
- Approve state members' expense reports.
- Review and handle project requests made by LNGs.
- Be the point-person with ADCES national for getting financial reports, handling money requests, deposits, vendor payments, etc. within the state.

Executive Board Meetings: Monthly

Committee Meetings: As needed

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Education Leader
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	Yes

Position Overview:

The Education Leader focuses on creating educational opportunities by supporting LNG activities, gathering ideas, and facilitating event collaborations across the state. They encourage LNGs to host events and help plan and execute state-wide programs, serving as a resource for LNGs.

Duties and Responsibilities:

- Focus on building educational opportunities throughout the state largely by facilitating the activities of the LNGs.
- Reach out to LNGs to gather ideas and identify places to collaborate on events, replicate events across the state
- Encourage LNGs to have events
- Plan and execute (with team) state-wide events
- Be a resource for LNGs

Executive Board Meetings: Monthly

Committee Meetings: Monthly

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Events Leader
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	Yes

Position Overview:

The Events Leader oversees the planning, coordination, and execution of events, managing budgets, logistics, and promotion. They work with teams and vendors to ensure successful events and gather feedback for future improvements.

Duties and Responsibilities:

- Lead the planning, organizing, and execution of events hosted by the board or organization, ensuring all details are addressed.
- Work closely with other board members, committees, and volunteers on events.
- Oversee the event budget, ensuring resources are allocated appropriately and events stay within financial constraints.
- Liaise with vendors, venues, and service providers to secure necessary resources and services for events.
- Develop and implement strategies to promote the events, including communication with members and the public.
- Manage event logistics, including registration, on-site coordination, and ensuring all operational aspects are running smoothly.
- Gather feedback from attendees and team members after the event to assess its success and identify areas for improvement.
- Lead event committees or teams, providing guidance, delegation, and support throughout the planning and execution process.

Executive Board Meetings: Monthly

Committee Meetings: Monthly

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____ Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Nominating Leader
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	Yes

Position Overview:

The Nominating Leader oversees the Nominating Committee’s work, guiding the identification and evaluation of candidates for leadership roles. They ensure a fair and transparent nomination process, coordinate the preparation of the candidates slate, and lead the election.

Duties and Responsibilities:

- Chair the committee responsible for identifying, evaluating, and nominating candidates for leadership positions.
- Ensure a diverse pool of candidates is recruited and considered for positions.
- Organize the timeline, meetings, and steps for the nomination process, ensuring fairness and transparency.
- Work with the committee to create a slate of qualified candidates for election.
- Review and verify that all nominees meet the qualifications for the positions they are being nominated for.
- Keep the board and members informed about the nomination process and results.
- Oversee the voting process, whether by ballot or other means, ensuring accuracy.
- Actively promote the nomination process and encourage members to participate and nominate candidates.
- Offer support to committee members and potential candidates throughout the nomination process.

Executive Board Meetings: Monthly

Committee Meetings: Monthly

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Grassroots Leader
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	Yes

Position Overview:

The Grassroots Leader communicates ADCES legislative initiatives to state leaders and members, serves as the state’s advocacy expert, and coordinates calls to action on relevant issues. They build relationships with local legislators, work on reimbursement and professional protection issues, and collaborate with regional diabetes coalitions on legislative and policy.

Duties and Responsibilities:

- Receive and communicate to state leaders and members the information regarding ADCES legislative initiatives.
- Serve as the Advocacy expert in their state. Those with little knowledge in Advocacy will be trained by ADCES national in all areas of grassroots advocacy.
- Coordinate “calls to action” on national and statewide legislative and reimbursement issues.
- Identify and establish relationships with local state legislators and congressional representatives to acquaint them with the role of the diabetes educator as an essential member of the healthcare team and ADCES’s legislative agenda.
- Work with the ADCES Advocacy team on issues regarding reimbursement for diabetes education and protection of the profession and patient.
- Coordinate state convening or participation in a local or regional diabetes coalition of associations sharing mutual legislative and public policy interests.

Executive Board Meetings: Monthly

Committee Meetings: As Needed

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Student Affairs Representative
POSITION TYPE:	Elected
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	Yes
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Chair
EXECUTIVE BOARD:	No
AZ ADCES EXECUTIVE BOARD:	Open

Position Overview:

The Student Affairs Representative advocates for student interests, serves as a liaison between students and the board, and works to engage students in board activities. They gather feedback, support student programs, and collaborate with student organizations to address campus needs.

Duties and Responsibilities:

- Represent the interests and concerns of students on the board, ensuring their needs are heard and addressed.
- Serve as a communication link between the student body and the board, sharing relevant information and updates.
- Encourage student involvement in board activities, events, and initiatives.
- Work to develop and promote programs that support student development, well-being, and professional growth.
- Gather feedback from students about their experiences and challenges, and bring it to the board for consideration.
- Collaborate with student organizations or groups to foster a positive campus environment and address student-related issues.

Executive Board Meetings: Monthly

Committee Meetings: Monthly

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____

**ARIZONA ASSOCIATION OF DIABETES CARE AND EDUCATION SPECIALISTS
POSITION DESCRIPTION**

POSITION:	Local Networking Group (LNG) Leader
POSITION TYPE:	Volunteer, Appointed
EFFECTIVE DATE:	January 1st
REVISION DATE:	December 31st
VOTING:	No
OFFICE COMMITMENT:	1-2 years
REPORTS TO:	Nominating Leader
EXECUTIVE BOARD:	Yes

Position Overview:

The LNG Leader facilitates the networking among diabetes care and education specialists for mentoring, coaching and professional connections; provide easy access to cost-effective education for CEs and professional development; and serve as a diabetes education resource within the community. They are a key link to the full ADCES family for all educators, consumers, patients, health care practitioners and others and, as such, serve as an entry point for new members.

Duties and Responsibilities:

- Lead the LNG to meet ADCES members' needs; call for and preside at meetings.
- Serve as contact point for the LNG to CB in terms of coordinating services and programs and on all legal and administrative matters; reports all activity to CB.
- Serve as a contact point for participants in the LNG and those in-state with interest in the LNG's activities.
- Serve as key contact on financial matters (bookkeeping and reporting handled through ADCES and the CB).
- Facilitates/organizes activities in local area.
- Organizes formal events including site location, topic, speaker, costs and works through CB on financial side and to secure appropriate CEs.
- Maintain the virtual LNG space, including working with members to use the site.
- Communicate with LNG participants about opportunities.

Executive Board Meetings: Monthly

Committee Meetings: Monthly

Required Qualifications:

- Must be an ADCES member

Acknowledgment and acceptance of this board position and its responsibilities:

Name: _____

Signature: _____