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# Duties and Responsibilities

**Appointed Chairs and Other Officials**

1. **Membership Chair.** Serves for 2 years

Duties and responsibilities.

* 1. Serves as a non-voting member of the Executive Committee (EC).
  2. Prior to each new year, determines an Assistant Chair and/or a committee to help with the responsibilities of the position. Meets with them periodically to perform position duties and keep volunteers engaged.
  3. Develops email communication/letter with member benefits to members who have not renewed for upcoming year and those who did not renew in the previous year per DMIS by May 15; seeks Chair and Academy approval.
  4. Develops and sends final email or Discussion Board reminder to non-renewed members before being omitted from DPG per DMIS by around June 15 (a week prior to Academy’s drop date each year).
  5. Each month sends an individualized “new member welcome” email about MFNS benefits with links to the MFNS website (noting they must login to the website to access).
  6. Develops 3 marketing messages each year (every 3 months or less often depending on other MFNS Communications) for Communication to develop and post to MFNS social media to attract and motivate Academy members about MFNS.
  7. Develops 3-4 varied marketing messages for late April/May Membership Campaign for Communication to develop and post to MFNS social media and Eblasts to attract and motivate Academy members to choose MFNS when doing their annual membership.
  8. Reports each month to the EC total membership and new membership growth. Approximately every 3 months, also includes in report the types of membership and professional categories of membership.
  9. Runs specific, as needed membership analysis every 4 months to report additional information and better inform the EC.
  10. Plans and prepares MFNS DPG Showcase booth at FNCE®, coordinating and assisting in the ideas for marketing elements developed by MFNS Communication, overseeing the display, ribbons, and staffing in conjunction with the MFNS Chair.
  11. Performs other duties as specified in the current job description or as designated by the Executive Committee.
  12. Works with MNFS Chair to plan and execute MFNS Members Meet-Up held during FNCE®.

1. **Sponsorship Chair.** Serves for two (2) years.

Duties and responsibilities.

* 1. Serves as a non-voting member of the Executive Committee (EC).
  2. Prior to each new year, determines an Assistant Chair and/or committee and/or member volunteers to help with the responsibilities of the position. Meets with them periodically to perform position duties, assess results of efforts, and keep volunteers engaged.
  3. In summary, is responsible for the oversight of the sponsorship committee or assigns responsibilities and conducts follow-up of EC members or members of MFNS who are willing to assist with sponsorship.
  4. Develops sponsor prospectus and seeks Academy approval by June 1. If new to the position, by July 1.
  5. Conducts on going communication and personal connection with sponsors and potential sponsors.
  6. Maintains and updates the list of MFNS sponsors, financial amount, and type of sponsorship, and contact information between MFNS and sponsoring organizations through the Monthly EC Report.
  7. Communicates to the EC through the Monthly Report and MFNS Google Drive when new sponsors are in the works and finalized.
  8. If not the Sponsorship Chair, identifies specifically who in MFNS is primarily responsible for relationship building and seeking of sponsorship of each potential donor.
  9. Develops communication pieces or utilizes Communication for the development of pieces.

1. Trains volunteers on how to use them for MFNS sponsorship.
   1. Performs other duties as specified in the current job description or as designated by the Executive Committee.
   2. Seeks sponsors for eblasts, newsletter inserts, MFNS Members Meet-Up at FNCE®, webinars, Leadership Empower Hours, etc.
2. **Communications Chair.** Serves for two (2) years

Duties and responsibilities.

* 1. Serves as a non-voting member of the Executive Committee (EC).
  2. Prior to each new year, determines an Assistant Chair and/or a committee to help with the responsibilities of the position. Meets with them periodically to perform position duties and keep volunteers engaged.
     1. Determines in collaboration with the Communication Assistant Chair and Eblast Coordinator (position under Newsletter) the division of responsibilities for communication activities for MFNS.
  3. Coordinates and executes all communication initiatives in partnership with MFNS Chair and Committee Chairs, and Communication team, that utilize social media, Eblasts, and Website (except Newsletter), using an annual and semi-annual calendar that contains all common, annual events (i.e., membership drives, voting, FNCE®, etc.)
  4. Coordinates and works with the Newsletter Editor and Assistant Editor on graphics and provides elements and assistance needed for communicating and marketing the *Market-Link* newsletter.
  5. Works with specific EC positions on the development, execution, and timing of MFNS activities while securing the brand look of the DPG. Major examples include:
     1. Works with Membership and MFNS Chair to develop and execute communications that promote membership and the marketing of FNCE® DPG/MIG Showcase and its activities.
     2. Works with Education and Chair to develop and execute communication of webinars and other MFNS programming/event activities as needed.
     3. Works with MFNS Chair and other EC members to develop and execute communication on behalf of MFNS (e.g., Nominating/Voting, Sponsorship, Newsletter, etc.)

1. Seeks review and approval of member-level communication pieces with Chair and ultimately by DPG Relations Manager.
2. Performs other duties as specified in the current job description or as designated by the Executive Committee.

1. **Newsletter Editor**. Serves for two (2) years.

Duties and responsibilities.

1. Serves as a non-voting member of the Executive Committee (EC).
2. Provides input to the Chair on a Newsletter Assistant Editor, Eblast Coordinator, and Newsletter Reviewer(s) to help with the responsibilities of the position.
   1. Meets as a committee prior to each Newsletter edition to establish position duties, timelines, and engage volunteers.
3. Oversees, assigns, and conducts work in coordination with and oversight of the Newsletter Assistant Editor and other committee members’ duties.
4. Publishes four *Market-Link* newsletter editions per fiscal year electronically and as a PDF posted to the website.
5. Collaborates with other EC Chairs on specific content items and the Communication Chair on graphics and layout.
6. Establishes a Newsletter Calendar on an annual or semi-annual basis that supports the following editions: Fall (September), Winter (December), Spring (March), and Summer (June).
7. Utilizes the Newsletter Review Board to plan/approve the layout of *Market-Link* while preserving a branded MFNS look with common key elements/feature articles and categories as determined by the Newsletter team.
8. Requests review of each *Market Link* issue by the Newsletter Review Team with final review and approval by the MFNS Chair and DPG Manager.
9. Performs other duties as specified in the current job description or as designated by the Executive Committee.

**NOTE:** Composition of the **Newsletter Review Board** consists of the Newsletter Editor and Newsletter Assistant Editors. The team will be formed each year by the Newsletter Editor composed of volunteer members who will conduct an independent review of initial draft(s) of each newsletter article. Final review and approval of the Newsletter are required by the Chair and MFNS DPG Manager before publication.

**Education Chair**. Serves for two (2) years

Duties and responsibilities.

1. Serves as a non-voting member of the Executive Committee (EC).
2. Prior to each new year, determines an Assistant Chair and/or a committee to help with the responsibilities of the position. Meets with them periodically to identify and perform position duties, and keep volunteers engaged.
3. Coordinates all educational and program CPEU webinar offerings for the DPG.
4. Assists the Chair with non CPEU programming and member meetups (in a variety of formats), especially day-of electronic execution.
5. Assists the Chair-Elect with the FNCE® Spotlight session submission as needed.
6. Works with the Communication Chair on the marketing of education and program offerings by providing details of the program and corresponding links needed.
7. Works with CPEU and non CPEU speakers on post-event summaries for the *Market-Link* Newsletter.
8. Performs other duties as specified in the current job description or as designated by the Executive Committee.

**Public Policy and Advocacy Chair**. Serves for two (2) years

Duties and responsibilities.

Follows the position description as set by the Academy, in addition to the following:

1. Serves as a non-voting member of the Executive Committee (EC).
2. Monitors public policy alerts from the Academy.
3. Forwards policy and advocacy alerts to MFNS members through Discussion Board.
4. Writes articles for editions of the *Market-Link* newsletter on recent alerts and legislation (at least one per fiscal year).
5. Attends quarterly Academy Policy Leader Town Hall webinars and reports back to the EC or membership what is applicable.
6. Attends Academy's Nutrition and Dietetics Advocacy Summit or other related conferences, if possible.
7. Represents the DPG and provides input when requested by the Academy for policies relevant to the DPG.
8. Obtains specific feedback from DPG members as needed related to Academy requests through MFNS Discussion Board.
9. Promote ANDPAC among DPG members.

NOTE: The focus of newsletter articles and member alerts should be related to reimbursement, clinical management services, quality, and legislative opportunities.

**Student Member**. Serves for one (1) year

# Duties and responsibilities

# Follows the position description as set by the Academy, in addition to the following:

# A. Serves as a non-voting member of the Executive Committee (EC).

# B. Serves as a liaison between student members and the Executive Committee.

# C. Helps to form and lead a Student Committee

# D. Encourages MFNS student members to join a Student Committee.

# E. Works with MFNS Website Coordinator to develop/manage a Student Member page on the MFNS website.

# F. Writes or recruits a member of the Student Committee to write at least one article or column for the Market-Link newsletter per year. Works with the Newsletter Editor for scheduling.

# G. Works with committee chairs for website, e-blast and social media content.

# H. Assists the incoming chair to recruit for the incoming Student Liaison position.

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# Reporting by EC Appointed Member to MFNS Members and EC

1. Each appointed member is accountable on reporting monthly outcomes related to their program of work activities, outcomes, and responsibilities to the MFNS DPG in advance of monthly EC Meetings per the Chair’s due dates.
2. Each EC appointed member is accountable to the EC on attending monthly EC Meetings. If unable to attend, you are required to notify the Chair.
3. The Strategic Plan and Annual Report provide the previous fiscal year’s activities and outcomes of the DPG through careful assessment and analysis of outcomes by each appointed position.
   * + The Strategic Plan is an internal document completed in June and reports the previous year’s Strategic Plan outcomes. It is utilized by the incoming Executive Committee for establishing the new year’s Strategic Plan.
     + The Annual Report is developed through contributions from each EC appointed member to the Chair on its activities and outcomes, reviewed by EC members as appropriate, with final review by the DPG Relations Manager, and distributed to all MFNS members by October 31 of each year in an electronic format that is sent by Eblast to members and posted to the MFNS website.
4. As stated under most positions, each EC appointed member should develop an Assistant Chair and/or committee to help them with activities of their position by using the lists of members through surveys and Academy membership renewal of volunteers seeking to be involved with the DPG. The building of bench strength and development of leadership skills is a key value of the MFNS DPG.
   * + An Assistant Chair is a member of the Executive Committee and should attend all EC meetings as available. Position committee members are not members of the EC but are welcome to attend any monthly meeting to stay engaged and knowledgeable of the entire workings of the DPG unless specified not to by the MFNS Chair.

# Governance and Appointment Length

1. Appointments to Executive Committee are for two years with a minimum of one year and are made by the current MFNS Chair Elect. Future Chair Elects will maintain a current appointment during its prior appointed period based on the needs of the organization.
2. Appointed EC Committee Chairs and other appointed positions may be reappointed up to 1 additional term (a total of 4 years) based on the needs of the organization or the decision of the Chair Elect.

# Removal of Appointed Officials

Any officer or official may be removed through action initiated by the Executive Committee, if in their judgment, the best interests of the DPG will be served. The Executive Committee will act in accordance with Academy Bylaws and policies and procedures. The removal of appointed official will be without prejudice to the contract rights, if any, of the officers so removed.

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| 1/1996 Adopted | 06/04 Adopted as MNFS Guiding Principles |
| 08/1997 Revised | 04/07 Revised |
| 12/2002 Revised | 04/11 Revised |
| 11/2003 Revised | 12/2015 Revised |
| 12/2003 Revised | 07/2019 Revised |
| 03/2004 Revised | 07/2024 Revised (separated from Guiding Principles per Academy)  07/2025 Revised |