

Nutrition Informatics DPG Job Description

Position Title: Chair

Type: Elected

Term: 2 years

Description: The Chair shall be elected by the membership to a two-year term as Chair after serving as Chair-elect. The Chair takes office at the beginning of the fiscal year.

QUALIFICATIONS:

1. The Chair must be a member of the Academy of Nutrition and Dietetics.
2. The Chair must be a member of the Nutrition Informatics Dietetic Practice Group (NI DPG) and preferably have at least three years involvement with NI DPG, such as having served in another office or as a chair of a committee.
3. Applicant cannot be a student, nor running for or hold an office in another DPG or the Academy. The Academy does permit being an officer in local/state level organizations concurrently with holding DPG/MIG offices.
4. Cannot serve consecutive terms in the same office.

SPECIAL SKILLS: excellent organization and communication skills, working knowledge of NI DPG and the Academy.

FUNCTIONS/TASKS:

1. Lead EC meetings. Ensures all recommendations are duly considered and all action items are completed.
2. Approves meeting agendas prepared by Secretary and presides at all meetings of the Executive Committee, includes Food & Nutrition Conference & Expo (FNCE®) and mid-year meetings, and prepares the annual membership update.
3. Supervise elected and appointed positions.
4. Ensure compliance with guiding principles, policies and procedures.
5. Fill appointed positions the years served as Chair
6. Guide the DPG to meet goals/objectives.
7. Oversee planning and execution of member benefits.
8. Provide approval on contracts and letters of agreement (LOAs).
9. Execute Program of Work/Budget.
10. Maintain ongoing communication with the DPG Manager.
11. Compile annual report.

ESTIMATION OF TIME COMMITMENT: Checks email and discussion board daily. 10 - 16 hours per week or more.