

## **Nutrition Informatics DPG Job Description**

**POSITION TITLE:** Nominating Committee Member

**TYPE:** Elected, non-voting

**TERM:** One year term. Serves as Nominating Committee Member for one year

**DESCRIPTION:** The Nominating Committee Member is an elected position and serves as a non-voting member of the Executive Committee. The Nominating Committee Member is the runner up from the Nominating Committee Chair-Elect election. The Nominating Committee Member is responsible for participating in the activities of the Nominating Committee. The Nominating Committee is made up of the Nominating Committee Chair, Nominating Committee Chair-Elect and the Nominating Committee Member.

### **QUALIFICATIONS:**

1. The Nominating Committee Member must be a member of the Academy of Nutrition and Dietetics.
2. The Nominating Committee Member must be a member of the Nutrition Informatics Dietetic Practice Group (NI DPG).

**SPECIAL SKILLS:** Good communication skills, telephone skills, organized, and responsive.

### **FUNCTIONS/TASKS:**

1. Participates in the activities of the Nominating Committee, which is composed of the Nominating Committee Chair, Nominating Committee Chair-Elect, one Nominating Committee member.
2. According to the DPG/MIG Governing Documents, the Nominating Committee annually designates at least one (1) candidate for:
  - The Office of Chair-elect
  - The Office of Secretary, in even years
  - The Office of Treasurer, in odd years.
  - The Office of Nominating Committee Chair-Elect (the runner up serves as Nominating Committee Member)
  - The NI DPG delegate to the Academy HOD every 3 years or sooner if needed
3. Using Academy membership information, verifies that individuals placed on the ballot are current members of NI DPG.
4. Participates in outreach to recruit members to run for an elected position
5. Assists Chair in verifying applicant qualifications
6. Assists in identifying volunteers for committee positions

**ESTIMATION OF TIME COMMITMENT:** 1.5-2 hours per week