

Nutrition Informatics DPG Job Description

Position Title: Past Chair

Type: Elected

Term: 1 years

Description: The Past Chair serves as part of a three-year term starting with Chair-Elect. Past- Chair serves in the third year of the term after having served as Chair-Elect (first year), Chair (second year).

QUALIFICATIONS:

1. The Past Chair must be a member of the Academy of Nutrition and Dietetics.
2. The Past 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. Assists Chair and Chair-elect in guiding the DPG to meet goals/objectives.
2. Ensures compliance with guiding principles, policies and procedures.
3. Execute Program of Work/Budget.
4. Maintain ongoing communication with the DPG Manager.
5. Compile annual report.

ESTIMATION OF TIME COMMITMENT: Checks email and discussion board daily. 2-5 hours per week or more.