

Nutrition Informatics DPG Job Description

POSITION TITLE: Secretary

TYPE: Elected (in even years), Voting

TERM: 2 years

DESCRIPTION: The Secretary shall be elected by the membership to serve a two-year term and is elected in even numbered years.

QUALIFICATIONS:

1. The Secretary must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Secretary must be a member of the Nutrition Informatics Dietetic Practice Group (NI DPG) and have at least three years involvement with NI DPG, preferably having served as a chair of a committee.
3. Must be a registered dietitian or dietetic technician, registered

SPECIAL SKILLS: Good communication and organization skills. Word processing/typing/access to computer essential.

FUNCTIONS/TASKS:

1. Gather Officer Reports to create meeting agendas
2. Create and send meeting agendas.
3. Prepare PPT presentation for meetings
4. Take EC meeting minutes.
5. Schedule EC meetings into calendars.
6. Track Action Items

ESTIMATION OF TIME COMMITMENT: FNCE and Midyear meeting: each require approx. 8 hours preparation and 8 hours post meeting work. Conference calls (monthly 1-hour calls over 2 years) require approx. 3 hours of preparation and 3 hours post meeting.