

Job Description: Chair-Elect

- A. ELECTED OR APPOINTED:** Elected by SHPN membership
- B. DURATION OF POSITION:** One year
- C. TERM OF OFFICE:** June 1 through May 31, annually
(Coincides with Academy fiscal year)
- D. VOTING STATUS:** Voting
- E. LINE OF COMMUNICATION:** Academy
- F. TIME COMMITMENT:** 4-5 hours per week, plus meetings

G. OVERVIEW OF POSITION: In conjunction with other SHPN Executive Committee members, track and report on Strategic Plan progress. Plan and/or supervise planning of SHPN spotlight session(s) at FNCE for the following year. Assume duties of Chair during her/his absence.

H. GENERAL RESPONSIBILITIES – *This section can be modified or improved based on a volunteer's availability and expertise:*

1. Perform such duties as may be designated by the Chair and/or Executive Committee. Assume duties of Chair during her/his absence.
2. Plans and/or supervises planning of SHPN spotlight session(s) at FNCE for the following year.
3. Review and understand ADA DPG/MIG Policy and Procedure Manuals.
4. Review SHPN's end of the year financial report.
5. Assist in preparation of Program of Work (POW).
6. Submit accurate and timely expense reports.
7. Review and propose updates to job description annually.

I. COMMUNICATIONS:

1. Maintain ongoing communication with other Executive Committee members and other SHPN volunteer leaders regarding current projects and happenings within SHPN.
 - a. Attend Weekly SHPN Ops Meetings
 - b. Attend Monthly Executive Committee Meetings

- c. Attend Executive Committee Retreat(s)
 - d. Attend FNCE
- 2. Participate as needed in preparation of Annual Report for submission to the Academy
 - a. By August 30 submit to SHPN's DPG Manager for review and approval
 - b. By October 1 share with SHPN membership via eblast and/or website

J. QUALIFICATIONS:

- 1. Member of the Academy in the Active classification.
- 2. Active member of SHPN for three or more years.
- 3. Maintains current registration through the Commission on Dietetic Registration.
- 4. Successful completion of one or more prior SHPN or Academy volunteer positions.
- 5. Demonstrated leadership skills including:
 - a. Excellent written and oral communication skills.
 - b. Excellent management and people skills.
- 6. Reasonable certainty of time available for SHPN duties and willingness of employer and family to support performance of duties for the duration of the position.