

Job Description: Symposium Director (Symposium Committee listed below)

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| A. ELECTED OR APPOINTED: | Appointed by the Chair with input from the Executive Committee, particularly the Director of Professional Development |
| B. DURATION OF POSITION: | Two years, minimum of 1 year prior to the Symposium |
| C. TERM OF OFFICE: | June 1 through May 31, annually
(Coincides with Academy fiscal year) |
| D. VOTING STATUS: | Non-voting |
| E. LINE OF COMMUNICATION: | Director of Professional Development |
| F. TIME COMMITMENT: | Up to 3 hours the first several months, then 10-12 leading up to Symposium and during the Symposium itself |
| G. OVERVIEW OF POSITION: | Oversees planning, execution, and evaluation of SHPN's annual symposium. |
- H. GENERAL RESPONSIBILITIES** – *This section can be modified or improved based on a volunteer's availability and expertise:*
1. Collaborates with DPG Chair, Director of Professional Development, and Academy Event Services Staff to develop overall Symposium workplan and timeline, and budget.
 2. Collaborates with DPG Chair, Chair-Elect, Director of Professional Development, and Content Experts to develop and identify Symposium theme, education tracks, webinar topics, and speakers, and to identify possible Symposium venues if the event is live and not virtual.
 3. Collaborates with DPG Chair and DPG Manager to develop pricing structure and registration timeline.
 4. Collaborates with Networking Director to plan and execute Symposium networking events.
 5. Collaborates with the DPG Manager to develop Symposium communications workplan.
 6. Delegates responsibilities to and oversees volunteers that assist with SHPN Symposium (Symposium Committee).
 7. Orients Symposium Committee volunteers (with support from the DPG Manager) to their roles and responsibilities and Academy policies.
 8. Provides input as needed to support efforts of Corporate Relations Manager (sponsorship).
 9. With support from DPG Manager, provide input to Academy Event Services Staff as needed regarding venue contract, speaker management, ticketing, promotion, attendee experience, etc.
 10. Monitors budget throughout the planning and execution process to keep within budget parameters.
 11. Provides final summary report of event successes and challenges and recommendations for future Symposiums to Executive Committee within two months of the event.
 12. Maintain complete and updated files, turning them over to their successor by the end of the fiscal year (if not sooner).
 13. Reviews and proposes updates to the job description annually and assists in training their successor.
 14. Review and understand AND DPG Policy and Procedure Manuals.
 15. Submit accurate and timely expense reports.

I. COMMUNICATIONS:

1. Maintain ongoing communication with Executive Committee and other SHPN volunteer leaders regarding current projects and happenings within SHPN.
 - a. Attend Monthly Executive Committee Meetings
2. Provide necessary support and input for Communications Team and Event Services Staff as needed in order to execute all elements of Communication Plan.
3. Submit a year-end summary report of activities and accomplishments to the Executive Committee.

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.

Job Description: Symposium Committee

- A. ELECTED OR APPOINTED:** Appointed by the Chair with input from the Executive Committee, particularly the Symposium Director
- B. DURATION OF POSITION:** Two years, minimum of 1 year prior to the Symposium
- C. TERM OF POSITION:** Coincides with the Academy fiscal year (June 1 through May 31)
- D. LINE OF COMMUNICATION:** Report to the Symposium Chair
- E. TIME COMMITMENT:** Up to 3 hours the first several months, then 10-12 leading up to Symposium and during the Symposium itself
- F. MEETINGS & TRAVEL:** Regular (monthly) conference calls with Symposium Chair and regular communication with other committee members as needed.
Attendance at the Symposium as budget allows.
- G. OVERVIEW OF POSITION:** Supports the Symposium Director in planning and execution of annual SHPN Symposium.
- H. GENERAL RESPONSIBILITIES:**
1. Takes direction from Symposium Chair and collaborates with Symposium Committee and DPG Manager to execute tasks outlined in the Symposium workplan.
 2. Contributes to process development for tasks and projects assigned.
 3. Takes ownership of projects and tasks assigned.
 4. Provides ad-hoc and/or administrative support for Symposium Chair duties (listed above).
 5. Assists in providing feedback for final summary report of event successes and challenges and recommendations for future Symposia.
- I. QUALIFICATIONS:**
1. Member of the Academy in the Active, Retired or Student classification and current registration through the Commission on Dietetic Registration.
 2. Active, Retired or Student member of SHPN.
 3. Demonstrated communication skills including:
 - a. Excellent written and verbal communication skills.
 - b. Good people skills; enjoys engaging with SHPN members in a variety of formats.
 - c. Experience with team collaboration.
 - d. Experience with multi-tasking and prioritizing.
 - e. Detail-oriented and well-organized.
 - f. Responsiveness; replies to questions in a timely manner.
 - g. Events support experience a plus.
 4. Reasonable certainty of time available for SHPN duties (approximately 4 hours per week, more in weeks leading up to event) and willingness of employer and family to support performance of duties for the duration of their term.