

Asian Americans and Pacific Islanders

a member interest group of the
 Academy of Nutrition
and Dietetics

Asian Americans and Pacific Islanders Member Interest Group Executive Committee & Appointed Position Descriptions

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POSITION: CHAIR

TERM: 1 year term beginning June 1, ending May 31

REQUIREMENTS: Current AAPI MIG member. Must have been Chair-Elect just prior to Chair term.

RESPONSIBILITIES:

- Voting member of the Executive Committee (EC).
- Has general supervision and active management of AAPI MIG.
- Ensure compliance with the Guiding Principles, Academy policies and procedures.
- Preside over all meetings of the EC and ensure that all recommendations submitted to the EC are duly considered and all actions carried out.
- Appoint the chairs of standing committees, ad hoc committees, and any special committees of the EC, subject to approval of the EC.
- Review and sign all Letters of Agreement Approvals and authorize contracts and service agreements in conjunction with the Treasurer (with Academy management final approval).
- Oversee organization of FNCE® activities including but not limited to EC meeting, Member Reception, Spotlight Session and DPG/MIG Showcase.
- Serve as member of editorial team for the newsletter and write content for Chair column.
- Review and approve communications to members.
- Lead external relations efforts to identify organizations that align with AAPI MIG's mission and vision.
- Represent AAPI MIG at meetings of allied groups when invited or appoint person to represent AAPI MIG in place of the Chair. The Chair and/or designee shall represent AAPI MIG at the annual FNCE®.
- Serve as the liaison to the Academy DPG/MIG Relations Team.
- Lead the annual review of the Guiding Principles and update as needed.
- Train the Chair-Elect throughout the year to provide a seamless transition.

POSITION: CHAIR ELECT

TERM: 1 year term beginning June 1, ending May 31

REQUIREMENTS: Current AAPI MIG member. Must have had a prior function within the AAPI MIG EC or another MIG EC and/or have been an active volunteer of AAPI MIG for at least 2 consecutive years.

RESPONSIBILITIES:

- Voting member of the EC.
- Participate in monthly EC meetings and special meetings.
- Along with Treasurer, develop the proposed Program of Work (POW) and Budget for next fiscal year.
- Perform the functions of the office of Chair in the Chair's absence or when the Chair is unable to perform the functions of the Chair as determined by the Executive Committee.
- Assist the Chair with organizing FNCE® activities including but not limited to EC meeting, Member Reception, Spotlight Session and DPG/MIG Showcase.
- Appoint the chairs of all standing committees to serve during the Chair-Elect's term as Chair unless otherwise designated in the Guiding Principles.
- Assist in planning and coordination of EC events.
- Assist the Chair in the annual review of the Guiding Principles and update as needed.
- Perform other duties as needed, particularly in the absence of standing committee chairs.

POSITION: PAST CHAIR

TERM: 1 year beginning June 1, ending May 31

REQUIREMENTS: Current AAPI MIG member. Candidate will have completed term as Chair just prior to this term.

RESPONSIBILITIES:

- Voting member of the EC.
- Participate in monthly EC meetings and special meetings.
- Collaborate with the Treasurer to develop or update the annual Sponsorship Prospectus.
- Collaborate with the Treasurer to recruit and vet sponsors for AAPI MIG events and other activities.
- Prepare the AAPI MIG Annual Report of his/her term as Chair.
 - Provide Annual Report draft to EC for review/edits/additions.
 - Provide final draft to MIG Relations Manager for final review and approval.
 - Coordinate communication of Annual Report to AAPI MIG membership by October 31.
- Assist the Chair in the annual review of the Guiding Principles and update as needed.
- Serve as member of editorial team for the newsletter.
- Serve as a non-voting member of the Nominating/Awards Committee.

- Perform other duties as specified by the EC when needed.

POSITION: TREASURER

TERM: 2 years beginning June 1, ending May 31 of 2nd term year. Elected every other year.

REQUIREMENTS: Current AAPI MIG Member. Treasurer does not need prior executive committee experience but must be available for Treasurer training.

RESPONSIBILITIES:

- Voting member of the EC.
- Participate in monthly EC meetings.
- Receive all financial reports from Academy Accounting, review financial statements and report financial status to the EC monthly.
- Utilize the Academy's online expense reports system and review/approve expense requests in a timely manner.
- Process accounting forms (check requests, transfer of funds, etc.).
- Approve the collection and disbursement of all AAPI MIG funds.
- Review and sign all Letters of Agreement Approval forms and authorize contracts and service agreements in conjunction with the Chair (with Academy management final approval).
- Collaborate with the Past Chair to develop or update the annual Sponsorship Prospectus.
- Collaborate with the Past Chair to recruit and vet sponsors for AAPI MIG events and other activities.
 - Draft Letters of Agreement with sponsors in collaboration with the Academy MIG Relations Manager.
 - Maintain sponsor deliverables tracker and oversee timely execution of all activities and deadlines.
- Provide the Past Chair with the previous year's financial information for the Annual Report.
- Assist Chair-Elect in developing the proposed Program of Work (POW) and Budget for next fiscal year.
- Manage submission of the POW and Budget into the online system.
- Perform other duties as specified by the EC when needed.

POSITION: SECRETARY

TERM: 2 years beginning June 1, ending May 31 of 2nd term year. Elected every other year.

REQUIREMENTS: Current AAPI MIG member. Secretary does not need prior executive committee experience but must be available for Secretary training.

RESPONSIBILITIES:

- Voting member of the EC.
- Participate in monthly EC meetings and special meetings.
- Create/update the Executive Committee/Standing Committees full leadership roster.
- Schedule EC meetings including calendar invitations.
- Collect committee reports prior to EC meetings.
- Distribute agenda, past minutes, pertinent documents and conference call/meeting information prior to EC calls and meetings.
- Meeting Minutes
 - Be familiar with Robert's Rules of Order as it relates to the Motion process.
 - Takes minutes at all EC meetings and official meetings of the membership. If the Secretary is unable to attend the meeting, the Chair shall be notified in advance so that a designated minutes taker can be appointed.
 - Minutes for the Executive committee should be retained permanently.
 - Responsible for uploading approved EC minutes and any pertinent governance documents to the shared drive.
 - Minutes shall conform to MIG Policy and Procedure Manual guidelines (C-13, Category: Communications).
 - Assists with projects as delegated by the Chair or EC.
- Perform other duties as specified by the EC when needed.

POSITION: NOMINATING/AWARDS COMMITTEE CHAIR

TERM: 1 year beginning June 1, ending May 31.

REQUIREMENTS: Current AAPI MIG member. Candidate will have completed term as Nominating Committee Chair-Elect just prior to beginning term as Nominating Committee Chair.

RESPONSIBILITIES:

- Voting member of the EC.

- Participate in monthly EC meetings and special meetings.
- Lead the Nominating/Awards Committee activities and facilitate the nomination and election process and award program process.
- Mentor Nominating/Awards Committee Chair-Elect.
- Lead scheduled Nominating/Awards Committee meetings.
- Support the goals of the MIG and the work of the EC/Leadership Team.

ELECTION RESPONSIBILITIES:

- Determine the offices that need to be filled by ballot.
- Recruit qualified candidates for the ballot and future positions.
- Collaborate with the Communications Committee to promote ballot opportunities with members through announcements on MIG website, member communications, and through networking (including FNCE®).
- Ensure that nominees meet the eligibility requirements of office and are personally and professionally qualified to effectively represent and further the interests of the association and the MIG.
- If no consensus occurs in the Nominating/Awards Committee activities, the Nominating/Awards Committee will come to a vote with the Nominating/Awards Chair having the final rule.
- Communicate with potential and confirmed candidates and gather pertinent information.
- Facilitate candidate petition process.
- Present the official slate of candidates to the EC for information purposes.
- Present the official slate of candidates to appropriate Academy staff per established timelines.
- Notify candidates of election results.
- Collaborate with Communications Committee to develop election results announcement for member communications.

AWARD RESPONSIBILITIES:

- Coordinate all aspects of the AAPI MIG awards and scholarship programs.
- Review awards and scholarship application criteria, and, if applicable, suggest updated criteria information to the EC for approval.
- Collaborate with Communications Committee to create awards/scholarship announcement content for the AAPI MIG website and member communications.
- Solicit awards nominees/scholarship applicants via announcements on the AAPI MIG website, social media, discussion board, member communications and networking.
- Review/vet submissions and provide recipient information to the EC for final approval.
- Communicate with recipients regarding award/scholarship information, as well as, gather appropriate information from the recipients for announcements and criteria fulfillment.

- Notify applicants who were not selected.
- If appropriate, order awards and work with AAPI MIG Treasurer to submit check requests for monetary awards/scholarships.

POSITION: NOMINATING/AWARDS COMMITTEE CHAIR -ELECT

TERM: 1 year beginning June 1, ending May 31. Elected annually. Will proceed into the Nominating Committee Chair position at the end of this term.

REQUIREMENTS: Current AAPI MIG member. Must have had a prior function within the AAPI MIG EC or another MIG EC and/or have been an active volunteer of AAPI MIG for at least 2 consecutive years.

- Voting member of the EC.
- Participate in monthly EC meetings and special meetings.
- Assist Nominating/Awards Committee Chair with all responsibilities.
 - See Nominating Committee Chair position description for additional information.
- Participate in all Nominating/Awards Committee activities.
- Other duties as requested by Nominating/Awards Committee Chair.

POSITION: HOUSE OF DELEGATES (HOD) MIG DELEGATE

TERM: 3 years beginning June 1, ending May 31 of 3rd term year. Elected.

REQUIREMENTS: Current Academy/AAPI member. Does not need prior EC experience but must be available for training. Demonstrated leadership in the profession, ability to network with peers and act as a representative.

Responsibilities:

- Voting member of the Executive Committee.
- Participate in monthly AAPI Leadership Team, EC meetings.
- Attend and prepare for HOD meetings.
- Read and respond to HOD Speaker Messages and calls to action.
- Communicate and participate in HOD communication platforms and programs.
- Keep the AAPI Executive Committee informed about HOD issues/feedback/information and allow for discussion/determination of next steps.
- Facilitate non-biased dialogue with AAPI members regarding HOD issues/feedback/information.

POSITION: Communications Committee Chair – Appointed – Non-Voting

Communications Committee consists of Communications Committee Chair, Website Coordinator, Social Media Coordinator, Newsletter Editor and any Committee Members.

TERM: 1 year beginning June 1, ending May 31 with 1 additional year re-appointment available with EC approval

REQUIREMENTS: Current AAPI MIG member. Candidate may be a student with EC member supervision OR professional and does not have to have former EC experience. Candidate has experience in the dietetic and nutrition field and good communication skills. Desirable skillset: strong social media aptitude.

RESPONSIBILITIES:

- Oversee all activities and volunteers of the Communications Committee.
- Assist in recruitment of Communications Committee members.
- Participate in monthly EC meetings and special meetings.
- Create/update the annual communication calendar.
- Manage e-blast, member discussion board and social media applications, programs and tools.
- Create/coordinate content for member communications regarding current Academy and MIG educational information, projects, collaborations, awards, events and networking.
- Create/coordinate content (as listed above) with Social Media Coordinator for posting on AAPI MIG social media accounts.
- Review final draft and oversee completion and promotion of AAPI MIG newsletter by Newsletter Editor.
- Work directly with Academy MIG Relations Manager to develop messaging for member e-blasts.
- Share all social media usernames and passwords with Academy MIG Relations Manager so that they are kept up-to-date on file with the Academy.
- Adhere to Academy's Social Media and Netiquette Guidelines.
- Train incoming Communications Committee Chair.
- Perform other duties as specified by the EC when needed.

**POSITION: Website Coordinator – Sits within the Communications Committee
Appointed – Non-Voting**

TERM: 1 year beginning June 1, ending May 31 with 1 additional year re-appointment available with EC approval

REQUIREMENTS: Current AAPI MIG member with strong writing and grammar skills.
Desirable skillset: experience editing websites.

RESPONSIBILITIES

- Act as point person for coordinating new and updated content for AAPI MIG website.
- Participate in monthly EC meetings and special meetings.
- Ensure that content updates are completed in a timely manner either by making changes or communicating changes to Academy Manager of Online Communities.
- Monitor (and when necessary, moderate) discussions on the Discussion Board to ensure they are within the Academy’s Netiquette Guidelines.
- Encourage activity and participation on the Discussion Board.
- Conduct monthly reviews of the website to ensure content is current and accurate.
- Proactively suggest new content in alignment with the Academy and of interest to the AAPI MIG members.
- Troubleshoot website problems with the Academy Manager of Online Communities.

**POSITION: Social Media Coordinator – Sits within the Communications Committee
Appointed – Non-Voting**

TERM: 1 year beginning June 1, ending May 31 with 1 additional year re-appointment available with EC approval

REQUIREMENTS: Current AAPI MIG member with strong writing and grammar skills.
Desirable skillset: strong social media aptitude.

RESPONSIBILITIES

- Create/coordinate and post messaging content on social media to keep membership updated regarding current Academy and AAPI MIG educational information, projects, collaborations, awards, events, networking and resources.
- Participate in monthly EC meetings and special meetings.
- Monitor all AAPI MIG social media platforms to engage with followers and respond to messages and comments.

- Ensure that all content follows the Academy’s Social Media Policy and Netiquette Guidelines.

**POSITION: Newsletter Editor – Sits within the Communications Committee
Appointed – Non-Voting**

TERM: 1 year beginning June 1, ending May 31 with 1 additional year re-appointment available with EC approval

REQUIREMENTS: Current AAPI MIG member. Has experience writing, publishing and using various forms of communication.

RESPONSIBILITIES:

- Collect/coordinate content information to distribute via the newsletter, including a Chair letter, Academy and MIG announcements, upcoming AAPI MIG events, information about grants, awards, continuing education articles, resources, etc.
- Participate in monthly EC meetings and special meetings.
- Ensure all source citations are correctly written.
- Ensure content is in alignment with the Academy and AAPI MIG.
- Work directly with the Academy MIG Relations Manager to create and send the newsletter to members via electronic communication tool.
- Coordinate with the Website Coordinator the placement of the newsletter on the AAPI MIG website and notification to membership through Member Discussion Board.

POSITION: Membership Committee Chair – Appointed – Non-Voting

Membership Committee consists of Membership Committee Chair, Regional Networking Coordinator and any Committee Members.

TERM: 1 year beginning June 1, ending May 31 with 1 additional year re-appointment available with EC approval

REQUIREMENTS: Current AAPI MIG member with strong communication skills and knowledge of the mission and purpose of AAPI MIG.

RESPONSIBILITIES

- Assist EC with identifying member needs and services.
- Assist in recruitment of Membership Committee members.

- Participate in monthly EC meetings and special meetings.
- Create content for new membership year Welcome Letters.
- Access membership lists from DMIS as needed and provide a report of membership numbers at all EC meetings.
- Develop and conduct member survey every two years. Work with Chair to summarize survey results and communicate to EC.
- Create member recruitment and retention communication content and coordinate e-blast and social media messaging with the Communications Committee.
- Assist other MIG leaders in the coordination of AAPI MIG member activities at FNCE® particularly as it relates to membership renewal/recruitment (e.g., DPG/MIG Showcase, Networking Reception, etc.).
- Become familiar with all member benefits and proactively suggest ways to enhance or improve upon what is offered.
- Train incoming Membership Committee Chair.
- Perform other duties as specified by the EC when needed.

POSITION: Regional Networking Coordinator – Sits within the Membership Committee
Appointed – Non-Voting

TERM: 1 year beginning June 1, ending May 31 with 1 additional year re-appointment available with EC approval

REQUIREMENTS: Current AAPI MIG member with strong organizational skills and knowledge of the mission and purpose of AAPI MIG.

RESPONSIBILITIES:

- Coordinate regional membership networking events including all facets of event planning, logistics, and regional volunteer staffing.
- Participate in monthly EC meetings and special meetings.
- Collaborate with the Communications Committee to create event announcements for e-blast, social media and website posting.
- Identify opportunities for collaboration with the Academy Affiliates as appropriate for shared resources, event participation, and educational opportunities.
- Coordinate AAPI MIG networking events during Affiliate events.
- Develop network relationships with aligned organizations for the purpose of collaboration that benefits the AAPI MIG membership.

POSITION: Professional Development Committee Chair – Appointed – Non-Voting

TERM: 1 year beginning June 1, ending May 31 with 1 additional year re-appointment available with EC approval

REQUIREMENTS: Current AAPI MIG member with demonstrated knowledge and expertise in nutrition and dietetics.

RESPONSIBILITIES

- Assist EC with identifying professional development needs for AAPI MIG members.
- Assist in recruitment of Professional Development Committee members.
- Seek educational content and authors/presenters for webinars, handouts, toolkits, etc.
- Participate in monthly EC meetings and special meetings.
- Coordinate the CPEU request process with the Academy’s Lifelong Learning team.
- Work with Academy MIG Relations Manager for the completion of speaker and author agreements.
- Gather all pertinent information from authors/presenters to be used in the CPEU request process as well as promotion.
- Work directly with Academy MIG Relations Manager to schedule and conduct webinars.
- Provide promotional content to Communications Committee Chair for distribution to membership and with Website Coordinator for placement on the AAPI MIG website.
- Ensure that Treasurer has submitted check requests for any speaker honorariums.
- Assist other MIG leaders in the coordination of AAPI MIG educational activities at FNCE®.
- Train incoming Professional Development Committee Chair.
- Perform other duties as specified by the EC when needed.

POSITION: Diversity and Inclusion Liaison – Appointed – Non-Voting

TERM: 2 years beginning June 1, ending May 31

REQUIREMENTS: Current AAPI MIG member with demonstrated knowledge and expertise in nutrition and dietetics.

RESPONSIBILITIES

- Act as liaison between the Academy Diversity and Inclusion Committee and AAPI MIG.
- Submit application annually on behalf of AAPI MIG for Academy Diversity & Inclusion grants to assist with diversity outreach efforts approved by the EC.
- Participate in monthly EC meetings and special meetings.
- Coordinate/track grant activities, events and personnel.
- Gather activity/event summaries and photos (along with photo permission forms) from all involved.
- Collaborate with Communications Committee to promote and share results of grant activities/events in member communications, social media and on the AAPI MIG website.

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