

Dietetics in Health Care Communities DPG Executive Committee Position Description

Position: Nominating Committee

General EC Information and Responsibilities:

1. Assume office at the beginning of the fiscal year in June.
2. Participate in onboarding meeting between the outgoing and incoming officer (typically either at the end of the fiscal year in May or the beginning of the fiscal year in June).
3. Plan and lead the EC meetings.
4. Participate in the in-person meetings at FNCE® (as scheduled and as position budgeted).
5. Maintain website content for the position or committee; remove content no longer relevant.
6. Provide general assistance and guidance with EC business.
7. Meet May 31st deadline for expense reimbursement for fiscal year.
8. Complete the Annual Report (as appropriate).

TERM OF OFFICE: The Nominating Committee consists of four elected members serving two-year staggered terms with the Past Chair as an ad hoc (non-voting) advisor. The Nominating Committee members must be active members of the Academy and DHCC.

RESPONSIBILITIES:

1. The Nominating Committee Chair is the second-year member who received the greatest number of votes when elected. The Nominating Chair serves as a voting member of the EC.
2. Coordinates nominations for DHCC ballot and prepares the ballot.
 - a. Contacts recommended nominees for approval of nomination and required information.
 - b. Develops marketing messages to recruit additional nominations through social media, newsletter, eblasts, website and other communications.
 - c. Verifies Academy and DHCC DPG membership, confirming that individuals placed on the ballot are **current** members of DHCC.
 - d. Prepares and submits list of candidates/draft ballot to the Academy DPG Relations Manager for review/approval by established deadline (or by established procedure).
 - e. After approval by the Academy DPG Relations Manager, drafts petition announcement with proposed slate of candidates for distribution to members.
 - f. If needed, assists DPG Manager in outreach to candidates to complete online info submission (for the ballot).
3. Maintains a perpetual file of DHCC members who could be considered for positions on the ballot, for appointed positions, or for standing committees (as the chair or a member) for use by the Chair-Elect. Updates spreadsheet to maintain database of past nominees and election results. Uses networking opportunities at DHCC events to actively seek members interested in future elected, appointed, and volunteer positions.
4. Notifies all candidates of the outcome of the election (including those not elected).
5. After all ballot candidates are notified of results, notifies the EC of election results.
6. Assures that the results are sent to the membership via eblast and posted on the DHCC website.

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7. Notifies the Newsletter Editor of the results for inclusion in the newsletter.
8. Provides newly elected candidates' contact information to the Executive Director.
9. May recommend candidates on behalf of the DPG for the Academy ballot.

<p>July/August/September</p> <ul style="list-style-type: none"> • Submit "Call for Nominations" to Newsletter Editor for inclusion in summer/fall issue. • Coordinates set-up of online nomination form and website content. • Post "Call for Nominations" on the DHCC electronic mailing list and send via eblast. • Divide list of nominees among committee members and begin contacting nominees. • Provide nominees with position descriptions (or directs to website posting). • Work with EC to identify potential nominations for the Academy ballot.
<p>September</p> <ul style="list-style-type: none"> • Nominations for the Academy ballot due.
<p>October</p> <ul style="list-style-type: none"> • Attend FNCE® (if budgeted) • Finalizes ballot
<p>November</p> <ul style="list-style-type: none"> • Final list of candidates due to the Academy. • Once approved, finalize DPG ballot and present to membership via eblast and website. • Communicate with candidates that info on submitting ballot info will be sent from the Academy.
<p>December</p> <ul style="list-style-type: none"> • Send petition announcement to DPG Relations Manager for approval. • Assure that the ballot petition has been sent to all members.
<p>January</p> <ul style="list-style-type: none"> • Prepare any marketing/communications for elections.
<p>February</p> <ul style="list-style-type: none"> • Online voting via the Academy website concurrent with Academy elections. • Once ballot results received, notify all candidates with results. • Once candidates notified, inform the EC. (NOTE: Do not share actual voting totals with members or the EC).
<p>March</p> <ul style="list-style-type: none"> • Contact all candidates with election results once approved by DPG Relations Manager • Notify Newsletter Editor of results to be shared with DHCC membership via newsletter, eblast, and website • Share names of potential candidates for appointed positions with the Chair-Elect
<p>March/April/May</p>