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**CORE FUNCTION: Governance****SUBJECT: Delegate Position Descriptions**

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The House of Delegates is comprised of several different types of delegates (Affiliate, Dietetic Practice Groups, Members Interest Groups, At-Large) who all have similar basic responsibilities. Terms and selection process vary by delegate type as noted below. Procedures for electing and filling vacancies for Affiliate Delegates and Chair of Delegates will be determined by each Affiliate. This is a good policy for delegates to use with their board and executive committees when reviewing and updating position descriptions.

**3 Year Term***Specific to Affiliate Delegates*

- Elected by affiliate membership
- Serves as a member of, or is represented on, the governing board of the Affiliate

*Specific to Dietetic Practice Group Delegates*

- Elected by Dietetic Practice Group membership
- Serves as a member of, or is represented on, the governing executive committee of the DPG
- Serves as a technical expert in a particular area of practice, education, or research for other delegates
- Identifies and proposes to the HOD initiatives in dietetics research, education, and practice

*Specific to Member Interest Group Delegates*

- Elected by Member Interest Group membership
- Serves as a member of, or is represented on, the governing executive committee of the MIG.
- Assesses, addresses, and communicates member issues and concerns to HLT.

*Specific to NDEP Delegate*

- Elected by NDEP membership
- Serves as a member of, or is represented on, NDEP council

*Specific to At-large Delegate: Nutrition and Dietetic Technician, Registered*

- Elected by Academy membership
- Serve as a technical expert regarding nutrition and dietetic technician, registered role
- Promotes awareness of nutrition and dietetic technician, registered skills and scope of practice
- Increases visibility of NDTR members within the Academy.
- Assesses, addresses, and communicates NDTR member issues and concerns to HLT

*Specific to At-large Delegate: Retired*

- Elected by Academy membership
- Assesses, addresses, and communicates retired member issues and concerns to HLT.

*Specific to At-large Delegate: 30 Years of Age or Under*

- Elected by Academy membership
- Assesses, addresses, and communicates 30 and under member issues and concerns to HLT.

## 1 Year Term

### *Specific to At-Large Delegate: Accreditation Council for Education in Nutrition and Dietetics (ACEND)*

- Appointed by ACEND
- Serves as a technical expert regarding nutrition and dietetics education
- Provides a broad-based perspective on professional issues as it relates to dietetic education, credentialing, and students
- Non-voting member of the House of Delegates

### *Specific to At-Large Delegate: Commission on Dietetic Registration*

- Appointed by CDR
- Serves as a technical expert regarding credentialing of practitioners.
- Provides a broad-based perspective on professional issues as it relates to dietetic education, credentialing, and students.
- Non-voting member of the House of Delegates

### *Specific to At-Large Delegate: Student*

- Appointed by the Academy President-elect and Speaker-elect.
- Assesses, addresses, and communicates student member issues and concerns to the HLT.

## Qualifications

- Demonstrated leadership in the profession and membership in the Academy
- Demonstrated ability to network and communicate respectfully and effectively with one's peers and colleagues
- Demonstrated participation and engagement in Academy activities and functions (i.e. Affiliate Board, DPG/MIG Executive Committee, etc.)
- Demonstrated ability to represent members' issues and act as a “representative of”

## Requirements and Time Commitment

Regular, continued engagement in all HOD and/or Affiliate/DPG/MIG activities, including full attendance at HOD at all HOD meetings, Task Forces and PODS discussions, and other duties as requested by the House Leadership Team (HLT). Expect more time prior to and after all HOD meetings (10+ hours per week) and with participation in Subject Matter Expert Task Forces and Subcommittees (5+ hours per week).

- Attend, prepare, and be actively engaged in discussion at all HOD Meetings
- Read and respond to Speaker Messages and calls to action
- Communicate via the HOD Communications Platform (COI)
- Participate in discussions with the HOD PODS (Power of Delegate Support) Program
- Communicate with Affiliate/DPG/MIG leadership
- Facilitate a two-way dialogue with members of the HOD and HLT
- Assist in orientation and transfer of information to new delegates to ensure continuity.

## Recommended Skill Set

- Ability to engage a constituent group in a two-way dialogue and reflect the issues of the group represented
- Communicate effectively in soliciting input and feedback
- Manage personal and professional time to be present and active for all meetings and discussions
- Ability to identify and address Critical Issues
- Ability to effectively use technology for HOD work. This is not limited to a computer for work related to the HOD, basic familiarity Office products, Survey Monkey, etc. Comfort in using Academy website, HOD Communications Platform, and using virtual meeting platforms.

## Functions

- Serves as a member of the House of Delegates
- Fulfills Core Functions with Delegate Roles and Responsibilities
- Engages in at least one Task Force and/or Subcommittee per Term of Service
- Performs functions, as needed, to assist in facilitating the work of the HOD

- Performs other duties as may be assigned by the Speaker
- Identifies leaders within their constituency
- Encourages and promotes IDEA (inclusivity, diversity, equity and access).

**Term of Service**

- Elected delegates serve a three-year term and may be elected to a 2<sup>nd</sup> three-year term for a total of 6 consecutive years. After serving two consecutive three-year terms, 1 year away from the HOD is required before running for an Affiliate, DPG, MIG or At-Large Delegate position. Delegates appointed to complete a vacant term may still run for and serve two consecutive full terms.
- At-Large appointed delegates serve a one-year term, unless otherwise indicated by the organizational unit.