

ON DPG JOB DESCRIPTION

POSITION TITLE: PAST CHAIR

BRIEF DESCRIPTION OF POSITION: The Past Chair serves a one-year term immediately following term as Chair.

QUALIFICATIONS:

1. The Past Chair must be an active member of the Academy of Nutrition and Dietetics (the Academy).
2. The Past Chair must be a member of the Oncology Nutrition Dietetic Practice Group (ON DPG).
3. The Past Chair must have served full terms as Chair and Chair-elect for the preceding two years.

SPECIAL SKILLS: Excellent communication and organizational skills. Good working knowledge of ON DPG and the Academy. Knowledge of on-going ON DPG projects and programs, and willingness to support incoming Chair in completion of his or her duties.

FUNCTIONS/TASKS:

1. Serves as a member of the Executive Committee.
2. Serves as a member of the Nominating Committee.
3. Assists with review and selection of awards' candidates.
4. Attends the following meetings: the ON DPG's Executive Committee mid year meeting, the Academy's Food & Nutrition Conference & Expo™ (FNCE®) ON DPG Executive Committee meeting and ON DPG Business Meeting, and the bi-annual ON DPG symposium, if it falls during Past Chair year of service.
5. Participates in monthly ON DPG conference calls. Submits items for the consent and working agendas for all calls and meetings.
6. Assists and mentors the Chair and Chair-elect with meetings and projects as needed. Continues overseeing work on projects and programs begun during Chair year.
7. Provides assistance and/or advice to any member/committee/officer as requested.
8. Chairs or oversees additional projects for the year, as appropriate.
9. Acts as an advisor to incoming Chair and Chair-Elect.
10. Annually thanks all EC committee members for their contributions to ON DPG.
11. Assists with continuing relationships with vendors and assists with identifying potential new sources of support for ON DPG.
12. Provides guidance and support for ON DPG Special Project Chairs.
13. Reviews items related to policy and finds reviewers as needed.
14. Performs other duties as specified in the current job description or as designated by the Executive Committee.

ESTIMATION OF TIME COMMITMENT: 3-5 hours per week.

6/4/00

Revised: 6/17/03, 10/03, 4/08, 10/08, 7/09, 9/10, 5/11, 1/19, 7/21