

ON DPG JOB DESCRIPTION

POSITION TITLE: CHAIR

BRIEF DESCRIPTION OF POSITION: The Chair shall be elected by the membership to a one-year term as Chair after serving as Chair-elect. The Chair continues for a third year as Immediate Past Chair. The Chair takes office at the beginning of the fiscal year.

QUALIFICATIONS:

1. The Chair must be a member of the Academy of Nutrition and Dietetics.
2. The Chair must be a member of the Oncology Nutrition Dietetic Practice Group (ON DPG) and preferably have at least three years involvement with ON DPG, such as having served in another office or as a chair of a committee.
3. Applicant cannot be a student, nor running for or hold an office in another DPG or the Academy. The Academy does permit being an officer in local/state level organizations concurrently with holding DPG/MIG offices.
4. Cannot serve consecutive terms in the same office.

SPECIAL SKILLS: excellent organization and communication skills, working knowledge of ON DPG and the Academy.

FUNCTIONS/TASKS:

1. Serves as the chair of the ON DPG and its Executive Committee.
2. Has general powers of supervision and active management of ON DPG.
3. Approves meeting agendas prepared by the Secretary and presides at all meetings of the Executive Committee, including Food & Nutrition Conference & Expo (FNCE®), mid-year meeting (held during Chair-elect year), and monthly calls.
4. Appoints the chair and members of any standing or special committees of the ON DPG and defines the reporting mechanism and function of the committee to the Executive Committee.
5. Serves as the liaison to the DPG Manager and the Academy DPG Delegate.
6. Attends the following meetings as a representative of the ON DPG Executive Committee: FNCE® and the ON DPG Symposium.
7. Keeps the membership informed of ON DPG activities by writing a Chair Message quarterly for the Oncology Nutrition Connection.
8. Reviews meeting minutes from the Secretary prior to dissemination to the full Executive Committee.
9. Reviews the Oncology Nutrition Connection prior to publication.
10. Attends monthly meetings with ON DPG Chairs and DPG Manager.
11. Attends monthly meetings of the Nutrition Access and Cancer Health Outcomes (NACHO) committee.
12. Attends other ON DPG sub-committee or specialized committee meetings when requested.
13. Participates on the ON DPG Discussion Board as able.
14. Represents the ON DPG at meetings of allied groups when invited (or appoints another Executive Committee member to attend).

15. Works closely with the DPG manager and other Executive Committee members to ensure ON DPG activities are completed and deadlines met.
16. Networks with other DPG/MIG Chairs and other Academy state/affiliate leaders as able.
17. Develops and implements objectives and activities consistent with Academy goals and DPG policies with the ON DPG Executive Committee.
18. Performs other duties as designated by the Executive Committee or as appropriate to the office.
19. Assists Chair-elect and Treasurer with budget planning as requested.
20. Act as an advisor to successor.
21. Annually thanks committee members.

ESTIMATION OF TIME COMMITMENT: Minimum of 10-16 hours per week