ON DPG JOB DESCRIPTION

POSITION TITLE: CHAIR-ELECT

BRIEF DESCRIPTION OF POSITION: The Chair-Elect shall be elected by the membership to a one-year term for Chair-Elect. The position is part of a three-year term total, which includes one year for Chair-Elect, succeeding to the position of Chair after the first year, followed by Immediate Past-Chair in the third year. The Chair-Elect takes office, June 1, at the beginning of the fiscal year, and serving through May 31, at the end of the fiscal year.

QUALIFICATIONS:
1. The Chair-Elect must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Chair-Elect must be a member of the Oncology Nutrition Dietetic Practice Group (ON DPG), and have a minimum of three years of active involvement with the ON DPG, preferably having served on the Executive Committee (EC), as a committee or project chair.
3. The applicant cannot be a student, nor running for, or currently holding an elected office in another DPG, MIG, Affiliate, or the Academy.
4. A person cannot serve consecutive terms in the same office.

SPECIAL SKILLS: Excellent organization, communication, delegation, and project management skills. Ability to facilitate meetings and keep activities on-task.

FUNCTIONS/TASKS:
1. Serves as a voting member of the ON DPG EC.
2. Performs the functions of the office of Chair in the absence of the Chair, or when the Chair is unable to perform the functions of the Chair, as determined by the EC.
3. Ensures proposal submission for ON DPG sponsored Food & Nutrition Conference & Expo™ (FNCE®) session(s) to the Academy Professional Development Department. The Chair-Elect often submits session(s) for the following year’s FNCE®, though this task can be delegated to other EC members.
4. Prepares the program of work (POW) for the upcoming year, which will be Chair-Elect’s term of office as Chair. This task can be delegated to the current year Chair, with Chair-Elect assuming responsibility for mid-year meeting planning, if desired.
5. Assists Treasurer with the budget proposal and POW for her/his upcoming term as Chair. This task can be delegated to the current year Chair, with Chair-Elect assuming responsibility for mid-year meeting planning, if desired.
6. Works with the Sponsorship Coordinator to finalize ON DPG contracts for the upcoming term of office as Chair (current Chair, not Chair-Elect, must sign all legally-binding contracts and letters of agreement).
7. Attend the following meetings: ON DPG Executive Committee midyear meeting (occurring just prior to beginning of Chair-Elect term on June 1) FNCE® and related activities, including ON DPG Executive Committee meeting, ON DPG Business Meeting, DPG Showcase, and ON DPG member reception.

8. Updates relevant content on ON DPG website (www.oncologynutrition.org), as required.

9. Participates in ON DPG scheduled monthly conference calls, submitting Consent and Working Agenda items as required.

10. Serves on the ON DPG Awards Committee.

11. Performs other duties as designated by the Chair and/or Executive Committee.

12. Participates on the Academy Officer website and the ON DPG Discussion Board.

13. Coordinates distribution of Academy messages to the Discussion Board, to the eBlast Coordinator, and to the website coordinator, to ensure timely communication to full ON DPG membership.

14. Serves as an advisor and mentor to incoming Chair-Elect (successor to Chair-Elect position).

15. Updates information relevant to position of Chair-Elect on the Oncology Nutrition Website.

**ESTIMATION OF TIME COMMITMENT:** 8-10 hours per week.
Revised: 7/03, 10/03, 3/08, 10/08, 7/09, 9/10, 8/12, 7/20, 7/21