

## ON DPG JOB DESCRIPTION

### **POSITION DESCRIPTION: NOMINATING COMMITTEE MEMBER**

**BRIEF DESCRIPTION OF POSITION:** The Nominating Committee Member is an elected position and will serve a one (1) year term of office.

**NOMINATING COMMITTEE ELECTION PROCESS:** The ONDPG will elect two candidates to serve on the Nominating Committee. The candidate with the most votes will be elected as Chair-Elect (this is a two year term, the first year serving as Chair-Elect and the second year serving as Chair), and the candidate with the second most votes will be elected as the Committee Member (to serve for one year).

### **QUALIFICATIONS:**

1. The Nominating Committee Member must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Nominating Committee Member must be a member of the Oncology Nutrition Dietetic Practice Group (ON DPG).

**SPECIAL SKILLS:** Good communication skills, telephone skills, organized, and responsive.

### **FUNCTIONS/TASKS:**

1. Assists the Nominating Committee Chair and Chair-Elect with annual ONDPG elections as outlined below.
2. According to the DPG/MIG Governing Documents, the Nominating Committee annually designates at least one (1) candidate for:
  - a. The Office of Chair-elect
  - b. The Office of Secretary, in even years
  - c. The Office of Treasurer, in odd years.
  - d. The Office of Nominating Committee Chair-Elect and Nominating Committee member
  - e. The ON DPG delegate to the Academy HOD every 3 years or sooner if needed*Refer to policy and procedure on the ballot (O-12).*
3. Assists the Chair and Chair-Elect in verifying that individuals placed on the ballot are **current** members of ON DPG using Academy membership information.
4. Assists the Chair and Chair-Elect in preparing and submitting a list of candidates and draft ballot to the Executive Committee (EC) and the Academy DPG Relations Manager for review and approval.
5. Assists in maintaining a perpetual file of ON DPG members who could be considered for positions on the ballot or as chairman/members of standing committees or appointed positions.

6. Encourages ON DPG members to participate in Academy elections through the newsletter, Web site, e-blast, and Discussion Board
7. Participates in Nominating Committee conference calls as scheduled.

Reviewed: 1/2019, 6/2021