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