

ON DPG JOB DESCRIPTION

POSITION DESCRIPTION: NOMINATING COMMITTEE CHAIR*

*This position description is also used for the Chair-elect position. During the first year as Nominating Committee Chair-Elect, you assist the Chair in completing the functions/tasks and may be assigned as lead for some of the specific functions/tasks listed.

BRIEF DESCRIPTION OF POSITION: The Nominating Committee Chair is an elected position and serves as a voting member of the Executive Committee. The Nominating Committee Chair serves two years (the first year as the Chair-Elect and the second year as the Chair). The Nominating Committee Chair is responsible for soliciting and creating the ON DPG ballot to submit to the Academy of Nutrition and Dietetics and oversees the nominating committee.

QUALIFICATIONS:

1. The Nominating Committee Chair must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Nominating Committee Chair 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. Oversees the activities of the Nominating Committee, which is composed of the Nominating Committee Chair, Nominating Committee Chair-Elect, one Nominating Committee member, and the Immediate Past-Chair of ONDPG (serving as an *ex officio*, non-voting member).
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, in even years
 - e. The Office of Nominating Committee Chair-Elect and Nominating Committee member
 - f. 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. Using Academy membership information, verifies that individuals placed on the ballot are **current** members of ON DPG.
4. Prepares and submits a list of candidates and draft ballot to the Executive Committee (EC) and the Academy DPG Relations Manager for review and approval.
5. Sends the Candidate Submission Forms to the DPG Relations Manager to be electronically placed on the Academy Web site for electronic voting.
6. Maintains 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.
7. Encourages ON DPG members to participate in Academy elections through the newsletter, Web

site, e-blast, and Electronic Mailing List.

8. Contacts the candidates by phone to notify them of the election results. After all candidates have been notified, notifies the ON DPG Executive Committee of the election results. Notifies ON DPG members of the election results through the newsletter, Web site, e-blast, and Electronic Mailing List.
9. Updates information relevant to position of Nominating Committee Chair on the Oncology Nutrition website.
10. Overseas awards and votes with the nominating chair-elect, nominating committee member, and past-chair to select award winners.
11. Advertises for the Distinguished Practice Award, The Connie San Andres-Robles ON DPG Distinguished Service Award, and the Excellence in Oncology Nutrition Award. Assists the Nominating Chair-elect with the selection of the Professional Partnership Award and the Friend of the ON DPG award.
12. Presents awards with ON DPG Chair at FNCE.
13. Participates in monthly Executive Committee phone calls.
14. Organizes and participates in Nominating Committee conference calls as needed.
15. Attends two (2) Executive Committee meetings per year as budget allows: the fall EC meeting held at the Food and Nutrition Conference and Expo (FNCE) and the Mid-Year EC meeting.

6/4/00

Revised 7/2004, 10/2003, 6/2008, 7/2009, 9/2010, 8/2013, 6/2015, 03/2017, 2/2019, 6/2021