

## **ON DPG JOB DESCRIPTION**

### **POSITION DESCRIPTION: NOMINATING COMMITTEE CHAIR-ELECT**

**BRIEF DESCRIPTION OF POSITION:** The Nominating Committee Chair-Elect is an elected position and serves as a voting member of the Executive Committee. The Nominating Committee Chair-Elect 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-Elect must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Nominating Committee Chair-Elect 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. As Chair-elect, participates in 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).
  - a. Assists in the development and execution of recruitment strategy
  - b. Participates in recruiting members for the elected position
  - c. Participates in monthly Nominating Committee meetings from July – November
  - d. Participates in any recruitment activities such as informational webinars
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 neededRefer to policy and procedure on the ballot (O-12).

3. Ensures that nominees are current members of ON DPG and meet the formal eligibility requirements of the office (if any) and are personally and professionally qualified to fulfill the position responsibilities.
4. Prepares and submits the final nominations to the Executive Committee (EC) for review.
5. Provides the Candidate Submission Forms to the Academy DPG Relations Manager for review/approval and continuation in the elections process.
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 member communications (newsletter, website, e-blast, Electronic Mailing List (EML) and social media).

8. Notifies all candidates of the election results. After all candidates have been contacted, notifies the EC of the election results. Lastly, notifies the ON DPG membership of the results through member communications (newsletter, website, e-blast, Electronic Mailing List (EML) and social media).
9. Oversees the activities of the Nominating Committee as it pertains to awards/grants coordination and recipient selection.
  - a. Reviews and submits awards/grants budget requests to EC.
  - b. Provides updated information to ON DPG Website Administrator for awards/grants information.
  - c. Provides awards/grants information to ON DPG Communications Team for advertising to members.
  - d. Coordinates the activities of the Nominating Committee for the awards/grants application, scoring, and selection process.
  - e. Notifies awards/grants recipients of their selection and provides pertinent instructions. Notifies applicants not selected.
  - f. Notifies the DPG Relations Manager with names of ON DPG Awards Recipients by deadline for inclusion in the FNCE® materials.
  - g. Sends congratulatory notes to 50 year members of the Academy and ON DPG and notifies the ON DPG Website Administrator of updated information
  - h. Arranges for printing of awards for Connie San Andres-Robles Distinguished Service Award, Distinguished Practice Award, Professional Partnership and Friend of the DPG awards (plaques), Excellence in Oncology Research (certificate, ribbon), and 50 year members (certificates).
  - i. Presents awards with ON DPG Chair at FNCE®.
  - j. Coordinates and helps to select Friend of the ON DPG annually.
10. Updates information relevant to position of Nominating Committee Chair on the Oncology Nutrition website.
11. Participates in monthly Executive Committee phone calls.
12. Organizes and participates in Nominating Committee conference calls as needed.
13. 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, 3/2017, 2/2019, 5/2021