

ON DPG JOB DESCRIPTION

POSITION TITLE: SECRETARY

BRIEF DESCRIPTION OF POSITION: The Secretary shall be elected by the membership to serve a two-year term and is elected in even numbered years.

QUALIFICATIONS:

1. The Secretary must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Secretary must be a member of the Oncology Nutrition Dietetic Practice Group (ON DPG) and have at least three years involvement with ON DPG, preferably having served as a chair of a committee.
3. Must be a registered dietitian or dietetic technician, registered.

SPECIAL SKILLS: Good communication and organization skills. Word processing/typing/access to computer essential.

FUNCTIONS/TASKS:

1. Serves as a voting member of the Executive Committee.
2. Attends the following meetings: ON DPG Business Meeting held during the Food & Nutrition Conference & Expo (FNCE®), and ON DPG Mid-year Meeting.
3. Compiles the consent and working agendas for each conference call and meeting.
4. Ensures that the minutes of meetings/conference calls of the Executive Committee and of the ON DPG membership meetings are recorded, reviewed/revised and filed appropriately.
 - a. Prepares a draft copy of the minutes using the procedure for DPG minutes as outlined in the *DPG Policy and Procedure Manual*, and also uses *Style Guidelines for DPG Communications*.
 - b. A draft copy of all minutes is forwarded to the Chair, Chair-Elect, DPG Manager for review prior to finalization. The minutes are also reviewed by Executive Committee members present for the meeting or conference call. All review comments are returned to the Secretary for recording. Vote of approval is to be taken on final version of meeting minutes at the next meeting or conference call.
 - c. The final, revised copy of minutes are forwarded to Academy Manager for filing and posted to the website.
 - d. Final minutes are distributed to all Executive Committee members, including those who are absent and any others as designated by the Chair.
5. Maintains official documents of ON DPG including Guiding Principles, Program of Work and Organizational Chart.

Revised: 8/2007, 3/08, 10/08, 7/09, 9/10, 5/12, 5/14
1/19, 7/21

6. Responsible for maintaining the template in PDF for ON DPG stationery for use by the Executive Committee, Committee Chairs and the Practice Team as needed.
7. Sends reports to the Chair and website administrator as requested (eg. any motions/actions passed by the Executive Committee).
9. Act as an advisor to successor.
10. Annually thank any committee members.
11. Performs other duties as designated by the Executive Committee or assigned by the Chair.
12. Updates information relevant to the Secretary position on the Oncology Nutrition Website.

ESTIMATION OF TIME COMMITMENT: FNCE (8-12 hour meeting, spanning 2 calendar days) and Mid-year meeting (24-36 hour meeting, spanning 2-3 calendar days) each require approx. 8 hours preparation and 8 hours post meeting work. Conference calls (monthly 1-hour calls over 2 years) require approx. 3 hours of preparation and 3 hours post meeting.