

## **ON DPG JOB DESCRIPTION**

### **POSITION TITLE: MEMBERSHIP CHAIR**

**BRIEF DESCRIPTION OF POSITION:** The Membership Chair is appointed by the Chair-Elect to serve during their term as Chair. The term of office is negotiated annually.

### **QUALIFICATIONS:**

The Membership Chair must be a member of the Academy of Nutrition and Dietetics and Oncology Nutrition Dietetic Practice Group (ON DPG).

**SPECIAL SKILLS:** Basic computer skills and familiarity with email programs.

### **FUNCTIONS/TASKS:**

1. Uses membership database DMIS for pulling membership lists and reports. (Access obtained from ON DPG Chair at the beginning of each membership year.)
2. Updates membership survey annually. The survey must be reviewed by the Academy DPG Relations Manager and DPG Chair before distribution.
3. Receives new member surveys, compiles information and distributes information to appropriate officers/committee chairs.
4. Drafts and submits material to Website Administrator and E-blast Coordinator for distribution to membership for:
  - Food & Nutrition Conference & Expo™ (FNCE®) ON DPG events and showcase.
  - Member benefit page on the ON DPG website
5. Develops theme, designs and purchases decorations and coordinates set-up and staffing of the ON DPG Showcase exhibit booth at FNCE® as well as the Symposium. Solicits other Executive Committee (EC) members to assist with DPG Showcase booth. Ensures giveaways, brochures and other printed material are available for distribution. Selects, with Chair approval, the promotional item for booth within budget.
6. Manages signs for the DPG including shipping and storage of signs. Keeps inventory of promotional items, signs, and table runners.
7. Attends in-person or by conference call one or both of the following meetings: the ON DPG's EC Mid-year meeting and the FNCE® EC meeting and participates in conference calls, as requested.

8. Submits consent agendas for all conference calls and meetings.
9. Updates and prints Academy approved member benefit brochures as needed.
10. Generates ideas for ways to promote membership in ON DPG.
11. Keeps a history of DPG events/pictures, etc. with Social Media Coordinator.
12. Submits budget request each November for following fiscal year.
13. Acts as an advisor to successor and may appoint a co-chair if needed.
14. Performs other duties as designated by the Executive Committee.

**ESTIMATION OF TIME COMMITMENT:** Average of 8 hours per month. Generally more hours required during the months of new memberships in June and July, and in preparation for FNCE® from August through November (depending on date of FNCE®) and during time of member surveys.

6/4/00

Revised: 6/11/03, 10/03, 5/11, 6/12; 11/2014, 1/9/2019