

ONCOLOGY NUTRITION DPG JOB DESCRIPTION

POSITION TITLE: Speakers Bureau Coordinator

BRIEF DESCRIPTION OF POSITION: The ON DPG Speakers Bureau Coordinator is appointed by the Executive Committee and serves a **one-year term** which is negotiated annually.

QUALIFICATIONS: The ON DPG Speakers Bureau Coordinator must be a member of the Academy of Nutrition and Dietetics and a member of the ON DPG.

SPECIAL SKILLS: Basic knowledge of Microsoft Word, Excel, Outlook. Ability to coordinate volunteer speaker interest with identified requests.

FUNCTIONS/TASKS:

1. Updates the speaker volunteer list annually to include:
 - a. topic expertise/experience with specifics
 - b. audience preference (lay audience or health care professional)
 - c. geographical location, picture and biographical brief
2. Screen potential volunteer speakers following submission of:
 - a. ON DPG Speakers Bureau Application
 - b. conflict of Interest/Disclosure Form

Review documents, present to ON DPG Executive Committee on the consent agenda. If no objections, notify applicant of acceptance.

3. Coordinate requests from groups for speakers guiding requestor to the ON DPG website for list of speakers. Requestor to work directly with speaker.
4. Identify methods of increasing:
 - a. the appeal of the Speakers Bureau website page
 - b. number of requests for speakers

ESTIMATION OF TIME COMMITMENT: 1-2 hours per month, but may vary by number of speaker requests