

**CORE FUNCTION: Governance of the Profession**

**SUBJECT: HOD Position Descriptions**

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The Speaker and the elected/appointed officials of the House of Delegates (HOD) assume office at the beginning of the program year following their election (June 1). Election and filling of vacancies for Speaker, Speaker-elect, Past Speaker, HOD Director, and Delegates (Affiliate, DPG, At-Large) are described later in this Manual. Procedures for electing and filling vacancies for Affiliate Delegates and Chair of Delegates will be determined by each Affiliate Dietetic Association. This is a good policy for delegates to use with their board and executive committees when reviewing and updating position descriptions.

### **Speaker**

3-year term: 1 year as Speaker-elect ● 1 year as Speaker ● 1 year as Past Speaker

Elected by general membership

Functions for Speaker-elect, Speaker, and Past Speaker

- Serves as a voting member of the HOD and the HOD Leadership Team (HLT).
- Serves as a voting member of the Academy Board of Directors (BOD).
- Performs additional functions, as needed, to assist the HOD and BOD in fulfilling their functions.

Responsibilities

- Participates in the training of Table Facilitators before HOD Meetings.
- Participates in the development of design plans for HOD dialogue sessions in collaboration with the HLT.
- Serves as a facilitator for HOD dialogue sessions during HOD meetings.
- Serves as a moderator for electronic dialogues in the HOD Communications Platform.
- Participates in the preparation of HOD Motions from meetings (face-to-face and electronically).
- Participates in the deliberation and electronic voting on motions presented to the HOD.
- Attends various meetings as required for HOD business.
- Prepares for and participates actively in BOD meetings.

#### *Specific to Speaker*

Functions

- Directs functions to facilitate the work of the HOD.
- Serves as a voting member of the BOD Executive Committee.
- Chairs the HOD and its Leadership Team.

Responsibilities

- Determines priorities for HOD action in collaboration with the HOD Leadership Team. Uses Strategic Issues list and trends reports.
- Coordinates and monitors HOD activities and actions; sees that all recommendations submitted to the HOD are duly considered.

- Appoints members of workgroups and task forces, conforming to Standing Rules. Reports these actions to the HLT.
- In conjunction and consultation with the Academy’s President, confirms committee appointments and makes appointments to fill vacancies on committees. Reports these actions to the HLT.
- Arranges for meetings of the HLT with other organizational units.
- Presides at the HOD and HLT meetings.
- Ensures democratic process at HOD meetings by following Academy Bylaws and parliamentary process.
- Calls HLT meetings as required for business and must call a meeting if a majority of the members of the team request a meeting.
- Determines the frequency and length of the HLT. Meetings may be in person or by conference call.
- Issues the call for meetings and formal electronic dialogue of the HOD.
- Sends a tentative meeting agenda to HLT members at least one week before the meeting.
- Calls for a vote of the HOD as needed by mail, e-mail, or facsimile.
- Refers all motions from HOD meetings and HLT meetings to the appropriate organizational units.
- Establishes tactical workgroups and task forces of the HOD in consultation with the HLT, as mandated by actions of the HOD or the HLT.
- Writes the charge to the new tactical workgroups or task forces, defining goals and time schedule.
- Reports referrals of motions, ensures continuation of work on motions, and announces final disposition of each through the HOD Motion Tracking System.
- Prepares Speaker Messages and other communications.
- Keeps delegates informed of active issues.
- Meets or confers with committees as needed.
- Monitors the work of the HOD, committees, and operating plans to ensure achievement of planned goals and objectives.
- Notifies the affiliate dietetic association presidents of any change in the number of delegates that the affiliate is entitled to elect.
- Responsible for communications between the HOD and the BOD.
- Participates in Academy BOD and BOD Executive Committee meetings and conference calls as scheduled.
- Participates as an “ex-officio” member of the LPPC
- Reviews and approves proceedings of the HOD and minutes of meetings and determines if they are filed properly.
- Approves evaluation forms for HOD meetings and reviews survey results.
- Works with Headquarters staff to see that HOD materials are provided prior to a HOD meeting or formal electronic dialogue.

*Specific to **Speaker-Elect***

Functions

- Serves as a voting member of the BOD Executive Committee.
- Participates as a member of the Finance & Audit Committee.
- Performs functions of the Speaker in Speaker’s absence.
- Performs additional functions, as needed, to assist in facilitating work of the HOD.

Responsibilities

- Prepares for office by being familiar with HOD materials and participates in the HLT orientation activities.
- In consultation with the HLT, HOD committee chairs, and staff, establishes the annual plan for the HOD based on the Academy's current initiatives and priorities to achieve HOD goals.
- Solicits delegate as well as member interest and experience in preparation for committee appointments.

- Reviews the status and composition of special committees and makes necessary appointments to serve the term as Speaker.
- In consultation with the Speaker and the HLT, identifies delegates and members to serve on HOD committees and recommends delegates for other positions, as specified in the policies and procedures of the Academy.
- In conjunction and consultation with the Academy's President-elect, appoints the Chairs and members of standing committees/task forces to serve during the term as Speaker.
- Prepares appointment letters to committee members with assistance from Headquarters staff.
- Ensures orientation of incoming delegates and oversees development of orientation materials, including revision of the HOD Manual.
- Plans and communicates with the HOD and HLT regarding the meeting schedules for the coming year.
- Participates as a member of the HOD in all meeting and formal electronic dialogues.
- Participates in Academy BOD and BOD Executive Committee meetings and conference calls as scheduled.
- Provides support to the Speaker as needed by maintaining weekly communication.

*Specific to **Past-Speaker** (immediate)*

Functions

- Provides oversight for monitoring the Strategic Issue initiatives.
- Performs additional functions, as needed, to assist in facilitating work of the HOD.

Responsibilities

- Monitors the Strategic Issues initiatives and updates the HLT on the status of these initiatives.
- Provides a general orientation of the Academy and HOD for incoming delegates-elect.
- Provides leadership training for incoming HLT members.
- Reviews HOD Manual annually.
- Participates as a member of the HOD in all meetings and formal electronic dialogues of the HOD.
- Assists delegates with review of issues in preparation for the HOD session(s) by clarifying issues through discussion.
- Assists the President as requested.
- Collaborates with the Speaker to plan the agenda for HOD meetings, identifying, prioritizing, and confirming Strategic Issues for dialogue and deliberation.
- Collaborates with the Speaker-elect in the development of the goals for the HLT.
- Ensures communication and cooperative efforts between the delegates and the HLT.
- Communicates with delegates as needed.
- Provides support to the Speaker as requested.

## HOD Director

### HOD Director

3-year term

Elected by general membership

### Functions

- Serves as a voting member of the HOD and the HLT.
- Serves as a voting member of the Academy BOD.
- Performs additional functions, as needed, to assist the HOD and BOD in fulfilling their functions.

### Responsibilities

- Prepares for office by becoming familiar with materials and participating in HLT orientation activities.
- Provides a general orientation of the Academy and HOD for incoming delegates-elect.
- Provides leadership training for incoming delegates and alternates.
- Reviews HOD Manual annually.
- Participates as a member of the HOD in all meetings and formal electronic dialogues of the HOD.
- Assists delegates with review of issues in preparation for the HOD session(s) by clarifying issues through discussion.
- Participates in the training of Table Facilitators before HOD Meetings.
- Participates in the development of design plans for HOD dialogue sessions in collaboration with the HLT.
- Serves as a facilitator for HOD dialogue sessions during HOD meetings.
- Serves as a moderator for electronic dialogues in the HOD Communications Platform.
- Participates in the preparation of HOD Motions from meetings (face-to-face and electronically).
- Participates in the deliberation and voting electronically on motions presented to the HOD.
- Attends various meetings as required for House business.
- Prepares for BOD meeting and participates actively in BOD meetings.
- Assists the President as requested.
- Collaborates with the Speaker to plan the agenda for HOD meetings, identifying, prioritizing, and confirming Strategic Issues for dialogue and deliberation.
- Collaborates with the Speaker-elect in the development of the goals for the HLT.
- Ensures communication and cooperative efforts between the delegates and the HLT.
- Communicates with delegates as needed.
- Serves as a liaison to committees, workgroups or task forces as requested by the Speaker or Speaker-elect.

## Delegate

The HOD is comprised of several different types of delegates who all have the same basic responsibilities. Terms and selection process vary by delegate type as noted below.

### Functions

- Serves as a voting member of the HOD
- Performs functions as needed to assist in facilitating the work of the HOD

3 Year Term	1 Year Term
<p><i>Specific to <b>Affiliate Delegates</b></i></p> <ul style="list-style-type: none"> <li>• Elected by affiliate membership</li> <li>• Serves as a member of, or is represented on, the governing board of the affiliate</li> </ul> <p><i>Specific to <b>Dietetic Practice Group Delegates</b></i></p> <ul style="list-style-type: none"> <li>• Elected by Dietetic Practice Group membership</li> <li>• Serves as a member of, or is represented on, the governing board of the DPG</li> <li>• Serves as a technical expert in a particular area of practice, education or research for other delegates.</li> <li>• Identifies and proposes to the HOD initiatives in dietetics research, education, and practice.</li> </ul> <p><i>Specific to <b>NDEP Delegate</b></i></p> <ul style="list-style-type: none"> <li>• Elected by NDEP membership</li> <li>• Serves as a member of, or is represented on, the governing board of the affiliate.</li> </ul> <p><i>Specific to At-large Delegate: <b>Nutrition and Dietetic Technician</b></i></p> <ul style="list-style-type: none"> <li>• Elected by Academy membership</li> <li>• Serve as a technical expert regarding nutrition and dietetic technician role</li> <li>• Promotes awareness of nutrition and dietetic technician skills and scope of practice.</li> <li>• Increases visibility of nutrition and dietetic technician members within the Academy.</li> <li>• Assesses, addresses, and communicates NDTR member issues and concerns to HLT.</li> </ul> <p><i>Specific to At-large Delegate: <b>Retired</b></i></p> <ul style="list-style-type: none"> <li>• Elected by Academy membership</li> </ul> <p><i>Specific to At-large Delegate: <b>30 Years of Age or Under</b></i></p> <ul style="list-style-type: none"> <li>• Elected by Academy membership</li> </ul>	<p><i>Specific to At-Large Delegate: <b>Accreditation Council for Education in Nutrition and Dietetics (ACEND)</b></i></p> <ul style="list-style-type: none"> <li>• Appointed by ACEND</li> <li>• Serves as a technical expert regarding dietetics education</li> <li>• Provides a broad-based perspective on professional issues as it relates to dietetic education, credentialing, and students.</li> <li>• Non-voting member of the House of Delegates.</li> </ul> <p><i>Specific to At-Large Delegate: <b>Commission on Dietetic Registration</b></i></p> <ul style="list-style-type: none"> <li>• Appointed by CDR</li> <li>• Serves as a technical expert regarding credentialing of practitioners</li> <li>• Provides a broad-based perspective on professional issues as it relates to dietetic education, credentialing, and students.</li> <li>• Non-voting member of the House of Delegates.</li> </ul> <p><i>Specific to At-Large Delegate: <b>Student</b></i></p> <ul style="list-style-type: none"> <li>• Appointed by the Academy President-elect and Speaker-elect</li> <li>• Provides the student's perspective on professional and member issues</li> </ul>

## Responsibilities

- Accepts appointments for HOD committees, subcommittees and task forces, and completes assigned tasks.
- Assesses, addresses, and communicates professional and member issues and concerns from the membership to the HLT.
- Assists in orientation and transfer of information to new delegates to ensure continuity.
- Contributes to and participates in achieving goals for the HOD and committees.
- Contributes to reports on activities.
- Maintains communication with constituents (e.g. members, DPGs, affiliates, practice area experts, NDEP, CDR, ACEND, students) through mechanisms developed by the HOD; may include attendance at meetings or on conference calls, writing articles, soliciting input; facilitating group discussions at established times, such as Academy FNCE<sup>®</sup>, affiliate, DPG, CDR, ACEND, NDEP or student meetings or designated teleconferences.
- Has access to a computer for work related to the HOD and has basic familiarity with Microsoft Word documents, Google searches, PowerPoint presentations, Survey Monkey, etc. Is able to send attachments and share links to information. Is comfortable using the Academy website, HOD Communications Platform, communications via email, electronic mailing lists, and other electronic forms of communication on a regular basis. Maintains communication with the HLT and responds to requests from Speaker and committees.
- Monitors the Academy budget and addresses issues via HOD representatives on the Finance & Audit Committee.
- Monitors the functions of the HOD to ensure compliance with the Bylaws, policy, and procedures.
- Participates in discussions, reviews and votes on motions.
- Participates in electronic dialogues, deliberations, and voting in the HOD Communications Platform.
- Participates in HOD activities to identify and prioritize trends in the profession.
- Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns, and interests of members.
- Recommends agenda items for HOD meetings.
- Reviews the HOD Backgrounders or pre-meeting materials needed for participating in meetings.
- Participates in HOD meetings and formal electronic dialogues.
- Presents verbal and written reports of HOD actions and relevant Academy activities to members through meetings and publications in newsletters or other mailings.
- Provides timely responses and follow through on action steps as directed through Speaker Messages and HOD Communications Platform.
- Anticipates 2-3 hours per week of HOD and/or affiliate/DPG activities (i.e., reviewing emails and websites, reading Speaker Messages, communicating via the HOD Communications Platform to discussions, communicating with affiliate/DPG leadership on issues, etc.). Some weeks there may be less work and during preparation for HOD meetings there will be more time required.