

Vegetarian Nutrition

a dietetic practice group of the

eat right. Academy of Nutrition and Dietetics

Experts in Plant-Based Nutrition

Job Description: Chair-Elect

- A. ELECTED OR APPOINTED:** Elected
- B. DURATION OF POSITION:** One year; followed by one year as Chair and one year as Past-Chair
- C. TERM OF POSITION:** Coincides with the Academy fiscal year (June 1 through May 31)
- D. EXEC. COMMITTEE VOTING STATUS:** Voting
- E. LINE OF COMMUNICATION:** Chair and DPG Relationship Manager
- F. TIME COMMITMENT:** 2-5 hours per week
- G. MEETINGS AND TRAVEL:** Bi-weekly Chair calls. Monthly Executive Committee and Symposium Committee calls. Travel to VN Spring Meeting (when held), and Academy FNCE[®], contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Tracks and reports on Strategic Plan progress. Plans or supervises planning of VN spotlight session(s) at FNCE[®] for the following year. Observes Chair and trains to gain confidence and competence for term as Chair.
- I. GENERAL RESPONSIBILITIES:**
1. Becomes familiar with the VN Strategic Plan, as well as the duties and responsibilities of the Executive Committee officers, especially the office of Chair. Reviews the Strategic Plan and tracker, organizational chart, Executive Committee job descriptions, and governance documents. Works with Academy and Chair to become oriented to policies and procedures.
 2. Reviews the past three years of Chair final reports as posted to the website. Meets with Chair and Past Chair to review expectations for FNCE[®], Spring Meeting, and other events.
 3. Performs such duties as may be designated by the Chair and/or Executive Committee. Assumes duties of Chair during their absence.
 4. Plans the Spring Transition Meeting.
 5. Develops and coordinates, or delegates, the submission of VN Spotlight or other educational sessions at FNCE[®].
 6. Appoints directors and ad hoc committee chairs, in consultation with and with approval by the Executive

Committee, to serve during the Chair-Elect's term as Chair. Begin process early in term, review all positions and incumbent performance to determine who might be reappointed or replaced. Follow up with those elected on the national ballot as well as the unsuccessful candidates.

7. Reviews current year's budget, known as the Program of Work (POW), with DPG Relationship Manager. Participate in preparation of VN POW with the Chair, Treasurer, and DPG Relationship Manager (January-April) in order to submit by April 30.
8. Attends and participates in the Executive Committee Transition Meeting during year as Chair-Elect.
9. Submits an annual report of work to the Past Chair for inclusion in the VN Annual Report.
10. Plans the Executive Committee Transition Meeting, to be held early in Chair term (usually April to June, contingent upon approval of funding). Establish agenda and set expectations for EC members. Have date, city, and venue confirmed three months in advance.
11. Assists Chair to plan and staff, as well as participate in, events at FNCE®, which may include:
 - a. VN Business Meeting
 - b. DPG Showcase
 - c. Sponsored CPE and/or networking sessions
 - d. Reception (may be sponsored)
 - e. Spotlight Session
 - f. DPG Relationship Manager evaluation (with current Chair)
12. Participates in VN Executive Committee strategic planning process.
13. Submits accurate and timely expense reports.
14. Reviews and proposes updates to the job description annually and assists in training their replacement.

J. COMMUNICATIONS

1. Participates in monthly, one-hour Executive Committee calls, bi-weekly one-hour Chair calls, monthly one-hour Symposium Committee calls, and other calls as necessary.
2. Works with DPG Relationship Manager to complete an updated roster of all elected and appointed VN Executive Committee officers, committee chairs, and contractors at the end of term.

K. QUALIFICATIONS

1. Member of Academy in the Active classification and current registration through the Commission on Dietetic Registration. Active member of VN for three or more years.
2. Service on the VN EC or as the leader of a key VN committees preferred.
3. May not simultaneously hold an elected position in another DPG/MIG or an elected Academy office. May simultaneously hold an elected or appointed position in an affiliate or district association, or an appointed position with another DPG/MIG or an Academy committee.
4. May not be a candidate for an elected office in VN during term as Chair-Elect.
5. May not serve more than one consecutive term in the same office, unless approved by vote of the Executive Committee.

6. Hold office until the end of the fiscal year in which their successor is elected.
7. Demonstrated leadership skills including:
 - Excellent written and verbal communication skills
 - Strong managerial skills with ability to manage a team of professionals, delegate responsibilities as appropriate, and develop future VN/Academy leaders.
 - Knowledge of budget procedures.
 - Strong organizational skills.
 - High level of responsibility in VN committee and/or project management.
8. Ability to use and willingness to learn new digital information sharing platforms as needed, including but not limited to email, Dropbox, Google Drive, audio, and web conferencing, etc.
9. Reasonable certainty of time available for VN duties (approximately 2-5 hours/week) and willingness of employer to support performance of duties.