

Vegetarian Nutrition

a dietetic practice group of the

eat right. Academy of Nutrition
and Dietetics

Experts in Plant-Based Nutrition

Job Description: Chair

- A. ELECTED OR APPOINTED:** Elected (as Chair-Elect)
- B. DURATION OF POSITION:** One year; preceded by one year as Chair-Elect, followed by 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:** Membership, Executive Committee, and DPG Relationship Manager
- F. TIME COMMITMENT:** 2-7 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:** Chair of the Executive Committee
- I. GENERAL RESPONSIBILITIES:**
1. Provides leadership, direction, and assistance in decision making for all VN activities.
 2. Ensures that VN operates according to its governing documents (Guiding Principles) and Academy policies and procedures.
 3. Responds to requests from the Academy in a professional and timely manner.
 4. Ensures that all resolutions and recommendations submitted to VN are duly considered and carried out, if adopted.
 5. Consults with Treasurer, Chair-Elect, DPG Relationship Manager, and other members of the Executive Committee on the preparation of the annual budget and program of work.
 6. Reviews and approves Annual Prospectus, as drafted by Sponsorship Chair, DPG Relationship Manger, Chair Elect, and Treasurer, by April, in conjunction with annual POW preparation.
 7. Collaborates with Treasurer, Sponsorship Chair, and DPG Relationship Manager on sponsor agreements and contracts with outside vendors. With Treasurer, signs all approval forms for agreements and contracts.
 8. Mentors Chair-Elect on duties of office.

9. While Chair-Elect and as necessary during term as Chair, appoints directors and the chairs and members of any standing, special, and ad hoc committees of the Executive Committee who will serve during the Chair's term, and defines the reporting mechanism and function of special committees to the Executive Committee.
10. In consultation with the DPG Relations Manager and with final vote from the EC, asks any person(s) to resign who has not fulfilled her/his committee responsibilities and appoints new member(s).
11. Reviews Treasurer expense reports along with DPG Relationship Manager.
12. In summer of term as Chair and in coordination with DPG Relationship Manager, carries out Executive Committee Retreat as planned during term as Chair-Elect. In spring of term as Chair, supports Chair-Elect as needed in planning Retreat.
13. At Academy FNCE[®] (usually in October; see details below), preside at and support Events team in planning, as needed, all VN events, which may include:
 - a. DPG Showcase
 - b. Sponsored CPE and/or networking sessions
 - c. Reception (may be sponsored)
 - d. Spotlight Session
 - e. DPG Relationship Manager evaluation (with current Chair)
14. VN Symposium (if held)
 - a. Serves on Symposium Committee to plan Symposium for year as Chair.
 - b. Review and approve all Symposium correspondence related to speakers, schedule, sponsors, partners, promotional materials, program book, etc.
 - c. Participate in post-Symposium debrief session.
 - d. Serve as room host and/or session presiding officer as assigned.
15. Participates in VN Executive Committee strategic planning process. Depending on year of term with respect to Strategic Plan timing, may oversee 3-year Strategic Plan renewal process.
16. Submits accurate and timely expense reports.
17. Provides approval for contracts and service agreements.
18. Serves as the liaison to the DPG Relationship Manager and the DPG delegate to the Academy House of Delegates.
19. Reviews and proposes updates to the job description annually.

J. COMMUNICATION:

1. Establishes a schedule for monthly, one-hour Executive Committee, bi-weekly Chair calls, and other calls as needed. Coordinates with Secretary to ensure notification to Executive Committee members and DPG Relations Manager of due dates for reports and the date, time, and place of Executive Committee meetings and conference calls prior to the meetings.
2. Ensures communication of Academy information to the Executive Committee and the membership as appropriate.

3. Communicates with DPG Relations Manager on a regular basis. Keeps DPG Relations Manager apprised of relevant official VN activity.
4. Makes every attempt to respond to correspondence or route it to appropriate staff or EC member for response in a timely manner. Completes Academy DPG surveys and questionnaires and ensures that information from the Academy is communicated via discussion board, newsletter, or e-blasts to VN members when requested.
5. Keeps DPG Relationship Manager and Chair-Elect informed of all VN activities.
6. Approves website and e-blast content before it is sent.
7. Serves as newsletter reviewer.

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. Successful completion of year as Chair-Elect.
5. May not be a candidate for an elected office in VN during term as Chair.
6. May not serve more than one consecutive term in the same office, unless approved by vote of the Executive Committee.
7. Hold office until the end of the fiscal year in which their successor is elected.
8. 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.
9. 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.
10. Reasonable certainty of time available for VN duties (approximately 2-7 hours/week) and willingness of employer to support performance of duties.