

Job Description: Nominating Chair



- A. ELECTED OR APPOINTED:** Elected (as Chair-Elect)
- B. DURATION OF POSITION:** One year; preceded by one year as Chair-Elect (2 years total)
- C. TERM OF POSITION:** Coincides with the Academy fiscal year (June 1 through May 31)
- D. EXEC. COMMITTEE VOTING STATUS:** Non-voting
- E. LINE OF COMMUNICATION:** Chair, Past Chair, and Executive Committee
- F. TIME COMMITMENT:** Approximately 1-2 hours/week.
- G. MEETINGS AND TRAVEL:** Monthly Executive Committee calls and Nominating Committee calls. Travel to VN Spring Meeting (when held), and Academy FNCE®, contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Recruit qualified candidates for elected positions and honors/awards.
- I. GENERAL RESPONSIBILITIES:**
1. Collaborates with Chair, Past Chair, and Executive Committee to recruit qualified candidates to fill elected positions annually.
 2. Collaborates with Chair, Past Chair, and Executive Committee to submit members for Academy of Nutrition and Dietetics honors and awards.
 3. The Nominating Committee functions as defined in the Nominations, Elections, and Vacancies section of the Guiding Principles.
 4. The Nominating Committee will consist of 2 elected members (Nominating Chair and Nominating Chair-Elect) and the VN Past Chair. The Sponsorship Committee Chair (appointed) serves as a non-voting member.
- J. COMMUNICATION:**
1. Reports directly to the VN Chair.
 2. Advises the Executive Committee on nominating efforts.

3. Reports project status on the monthly VN EC calls and provides an annual report to the VN membership.

K. QUALIFICATIONS:

1. Member of Academy in the Active classification and current registration through the Commission on Dietetic Registration. Active member of VN.
2. 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.
3. Demonstrated leadership skills including:
 - a. Excellent written and verbal communication skills
 - b. Knowledge of budget procedures.
 - c. Strong organizational skills.
4. 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.
5. Reasonable certainty of time available for VN duties (approximately 1-2 hours per week) and willingness of the employer to support performance of duties