

**Job Description:
Past Chair**



- A. ELECTED OR APPOINTED:** Elected
- B. DURATION OF POSITION:** One year, preceded by one year as Chair and one year as Chair-Elect
- 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 month
- 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:** Serves as an advisor to the Executive Committee and is a member of the Nominating Committee

I. GENERAL RESPONSIBILITIES

1. Assists the Chair as necessary and serves as Chair in the absence of both the Chair and Chair-Elect.
2. Serves as a member of the Nominating Committee and reports committee activities to the EC.
3. Serve as VN representative on ad hoc committees as necessary.
4. Participates in VN Executive Committee strategic planning process.
5. Reviews and proposes updates to the job description annually.
6. Submits accurate and timely expense reports.

J. COMMUNICATIONS

1. Participates in monthly, one-hour Executive Committee calls, bi-weekly one-hour Chairs calls (if available), nominating committee calls and all other calls as necessary.

2. Prepares and submits an Annual Report to the Academy and the VN membership (July 1 for distribution by October 31).
 - a. Highlights and accomplishments of the year should be accumulated throughout the year in a list.
 - b. Financial report is formatted and submitted by Treasurer as soon as the year-end final reports are available from the Academy.
 - c. The Annual Report is distributed primarily on-line, with a limited number of printed copies made for use with potential sponsors.

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.