

# Vegetarian Nutrition

a dietetic practice group of the  
**eat right.** Academy of Nutrition  
and Dietetics  
*Experts in Plant-Based Nutrition*

## Job Description: Secretary

- A. ELECTED OR APPOINTED:** Elected.
- B. DURATION OF POSITION:** Two years.
- 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:** Executive Committee and DPG Relations Manager.
- F. TIME COMMITMENT:** Approximately 5-7 hours per month.
- G. MEETINGS AND TRAVEL:** Monthly Executive Committee and other ad hoc EC calls as needed. Travel to VN Spring Meeting and the Academy FNCE®, contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** This position is responsible for maintaining official documents for VN EC meetings and managing other matters.
- I. GENERAL RESPONSIBILITIES:**
1. Serves as a member of the Executive Committee.
  2. Ensures that the minutes of meetings of the Executive Committee and of the VN membership meeting(s) are recorded, shared, reviewed, and filed electronically according to current practices.
  3. Maintains official documents of VN including Guiding Principles, POW, and Strategic Plan.
  4. Manages secretary posting on the VN website (online data repository) for archiving information.
  5. Maintains records of past officers (elected and appointed) and award recipients, topics presented at FNCE®, and other facts deemed valuable by the Executive Committee.
  6. Maintains a historical timeline including how the DPG started and milestones over the years.
  7. Presents new board members with a copy of VN's history in a new member orientation.
  8. Communicates to Executive Committee the monthly meeting dates, compiles agenda information for each meeting, and communicates a brief highlight as to the meeting agenda and issues to discuss the week of the meeting date.

9. Performs other duties as designated by the Executive Committee.

**J. COMMUNICATION:**

1. Reports directly to the VN Chair.
2. Takes minutes during Executive Committee meetings.
3. Provides a summary of calls to EC members to review and approve action items.
4. Communicates with DPG Relations Manager when needed.

**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:
  - Excellent written and verbal communication skills.
  - Knowledge of budget procedures.
  - 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 5-7 hours/month) and willingness of employer to support performance of duties.