

VN DPG STATE COORDINATOR POSITION DESCRIPTION AND RESPONSIBILITIES

VEGETARIAN NUTRITION DPG STATE COORDINATOR

Title of Position: State Coordinator

Elected or Appointed: Appointed

Term of Office: Two year commitment

All state coordinators will start their term from June of each year to match the term start dates with the rest of the Executive Committee and fiscal year of the Academy.

Voting Status: No vote on executive committee

Lines of Communication: State Coordinator Chair: Katya Galbis kgalbis@yahoo.com

Financial commitment: The outlay of personal funds is involved for expenses incurred in fulfilling duties of this position (within budgetary guidelines). The state coordinator must be willing to carry this outlay until reimbursement is received, a typical interval of one month.

Time Commitment: Variable and flexible. Suggested input of 30-60 minutes per week. More time is required around state meetings and events.

The purpose of State Coordinators:

State coordinators are the DPG's official field representatives. The purpose of having state coordinators is to enhance the visibility of the Vegetarian Nutrition DPG among Academy members and the community at the state and local level. State Coordinators serve to promote the mission and vision of VNDPG in their respective states.

Qualifications:

- VNDPG Member
- Resident of the state (or adjacent state) in which you would serve
- Availability to fulfill the duties described
- Outstanding initiative and motivation
- Outstanding organizational abilities
- Outstanding communication skills
- Outstanding reliability and commitment
- Sound knowledge base in vegetarian nutrition

Application Process: You are requested to submit a letter expressing your interest, vision, qualifications, and experience to the state coordinator chair. The State Coordinator Chair will send you the position description. You will need to read through the responsibilities and agree to fulfill the duties described.

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Responsibilities of State Coordinators:

1. Serve as the field representative for VN in your state.
 - Enhance visibility of the DPG among RDNs, NDTRs, interns and dietetics students
 - Build networks of VNDPG members across the country
 - Position RDNs as the experts on vegetarian nutrition
2. Contact VN members (via email) in your state on a regular basis. **The minimum requirement is once every quarter.** State Coordinators may send additional emails for special events and action alerts
 - Share resources and updates on VN
 - Encourage members to report on their activities related to vegetarian nutrition
 - Encourage members to get involved with VN
 - Stay up-to-date on legislative issues specific to your state by checking the Academy website and signing up for legislative updates.
 - Contact VN members in your state when action items arise.
 - Other possible activities include (but are not limited to):
 - Organize in-person networking events in your state.
 - Create and maintain Facebook, LinkedIn, or other social networking sites for members in your state.
 - Speak to local college students in nutrition programs.
 - Connect with VN DPG student coordinator
 - Exhibit or speak at local vegetarian events such as VegFests.
3. Position yourself among dietetics professionals as an expert resource on vegetarian nutrition and the representative of VN in your state.
 - Establish and maintain contact with state dietetic association leaders.
 - Exhibit at your state dietetic association annual meeting (cost is reimbursable permitting funds are available).
 - Advocate for the inclusion of a presentation on vegetarian nutrition at your state's dietetic association annual meeting.
 - Share [VN Speakers Bureau](#) sponsorship opportunities with your affiliate
 - Promote VN (including RD resources and membership benefits) to your state dietetic association.
4. Maintain communication with State Coordinator Chair
 - Provide quarterly updates describing contacts you made with members in your state, activities and plans. Send reports of members' activities for publication in VN newsletter
 - Additional items to include in report (when applicable):
 - Ideas you wish to have the executive committee consider
 - Member needs.
5. Participate in State Coordinator conference calls in Fall and Spring of each fiscal year
6. Identify potential candidates to succeed you for your position as well as for other positions within VN.