Dietitians in Business & Communications (DPG-32) Position Description

TITLE: CHAIR

TERM: One year, after being elected Chair Elect in the preceding program year; Voting member of the Executive Committee.

PURPOSE: The Chair is responsible for the conduct of all official business of DBC.

REPORT FREQUENCY: Monthly and Annual Reports

RESPONSIBILITIES:

Academy of Nutrition and Dietetics
1. Represent DBC at official Academy and Academy affiliated meetings and conferences.
2. Attend the Academy’s FNCE® and the Academy DPG training opportunities.
3. Respond to issues and questions from the DBC Chief Administrative Officer.

DBC
1. Has responsibility of supervision and active management of DBC, providing leadership to the practice group, including mentorship of Chair Elect and other leaders as needed
2. Schedule, plan a Consent Agenda, and preside over all meetings and teleconferences of the Executive Committee.
3. Review and approve meeting minutes.
4. Appoint the chair of any committee (except Nominating), provide feedback on development of committee goals for the plan of work and ensure they support the strategic plan, define the monitoring/reporting process and function to the Executive Committee (within the parameters of the Guiding Principles).
5. Maintain regular communication with members of the Executive Committee; Insure accomplishment of targeted goals, forward applicable reports/notifications from other DPGs and the Academy.
6. Ensure the development and execution of the DBC strategic plan, plan of work, objectives and tactics within approved budget.
7. Monitor budget throughout the year with the Treasurer and DBC Chief Administrative Officer.
8. Ensure the development, review and update of all DBC Guiding Principles.
9. Ensure the development, review, approval and update of publications and the website.
10. Assured contracts are finalized for the year, including DBC administrative support, graphic designer, web programmers, with the Treasurer according to the Academy’s financial policies and procedures.
11. Communicate a Chair’s message to the members via each issue of the DBC Business Insights Newsletter and at least a quarterly, on the website (Chair’s Message).
12. Review and approve each Newsletter with the Newsletter Editor.
13. Monitor DBC event planning, appointing chairs, if appropriate. For example, the DBC Display Showcase, member breakfast and/or networking reception at the Academy’s FNCE®.
14. Work with the DBC Chief Administrative Officer to ensure the annual reports are submitted and appropriate files/records are turned over to each new Executive Committee member.
15. Maintain files, send pertinent materials and provide transition support to Chair Elect at the end of the program year.
16. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with fiscal policy and procedure.
17. Coordinate/finalize/manage the selection of the recipients for DBC’s Founder’s Award and Circle Award (per awards info).
18. Write or edit new member letter prior to the start of membership renewal.
19. Identify member issues of interest and, as appropriate, communicate, alongside the Delegate, to DBC members.
20. Complete other duties as needed.

Revised and Updated July 7, 2020