

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: As needed, minimum of 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 Administrator.

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. Schedules, plan a Consent Agenda, and preside over all meetings and teleconferences of the Executive Committee, along with the Administrator.
3. Review and approve meeting minutes, along with the Administrator.
4. Appoint the Chair of any committee (except Nominating), provide feedback on development of committee goals for the plan of work and ensure the goals support the strategic and operating 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; Ensures accomplishment of targeted goals, forward applicable reports/notices 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 Administrative Officer.
8. Ensure the development, review, and update of the DBC Guiding Principles, if/as needed..
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 quarterly via email and/or the website (Chair's Message).
12. Review and approve the Newsletter with the Newsletter Editor.
13. Monitors 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 Administrator 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; continue to mentor Chair Elect throughout the Past Chair position.
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 letters/emails prior to the start of membership renewal, ideally in January/February along with the Membership Chair/Committee.
19. Identify member issues of interest and, as appropriate, communicate, alongside the Delegate, to DBC members.
20. Complete other duties as needed.

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