

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

TITLE: CHAIR ELECT

TERM: One Year; elected annually. Three-year total term (chair elect, chair, past chair)
Voting member of the Executive Committee.

PURPOSE: To support DBC and the Chair in the overall leadership and management of the practice group; to become familiar with all aspects of DBC and the Academy in order to transition smoothly to the role of Chair in the next year.

REPORTS TO: Chair

REPORT FREQUENCY: A minimum of monthly to the Chair and Executive Committee

RESPONSIBILITIES:

Academy of Nutrition and Dietetics

1. In the absence of the Chair, represent DBC at official Academy meetings and conferences.
2. Attend the Academy's FNCE® and the Academy DPG training opportunities.

Dietitians in Business and Communications

1. Perform the responsibilities of the Chair in the absence of the Chair.
2. Perform duties requested by the Chair.
3. Become familiar with all duties of the Chair through a mentor/mentee relationship.
 - a. Complete all planning and preparation for the following year, including preparation list (with deadlines) as provided by the DBC Chief Administrative Officer.
4. Become familiar with all duties of each committee chair and the activities of all committees.
5. In conjunction with the Chair, Past Chair and Treasurer, develop a fiscal budget and program of work for subsequent term as Chair. This process ideally starts within September and October.
6. In conjunction with the Executive Committee, assist in the implementation of DBC's Strategic Plan, ensuring continuity of goals and further goal attainment.
7. Attend DBC Executive Committee meetings at Academy's FNCE® and in the spring. Participate in monthly, or as needed, Executive Committee conference calls.
8. Provide suggested candidate names to the Nominating Committee for elections.
9. In conjunction with the Education Committee, plan and submit the Spotlight Session proposal for FNCE®, usually due in early-to-mid November.
10. In conjunction with the Business Development Committee, plan and coordinate a fundraising event (such as an auction) for the Academy Foundation. Typically, this is held during FNCE® but it can be hosted anytime within the term.
11. Coordinate/manage requests for assistance from the Academy, including but not limited to Position Paper requests.
12. Assume the Policy and Advocacy Leader role in the absence of or when appointed PAL is not available.
13. In conjunction with the Business Development Committee, develop and execute the plan for external funding to support the budget for the subsequent year.
14. With the Membership Committee, develop the mid-year member survey to inform subsequent program priorities. This ideally happens within December..
15. In conjunction with the Student Chair, solicit candidates for student EC position application. Interview and appoint student EC position in line with other EC appointment timelines.
16. Appoint chair of committees (except Nominating) to serve during subsequent term as Chair.
17. As budget allows, schedule, plan and organize a spring/summer transition meeting of the Executive Committee to assume Chair responsibilities. Provide members with appropriate DBC/Academy documents to fulfill their responsibilities. Coordinate planning and logistics with the DBC Chief Administrative Officer.. This ideally happens between Feb and March.
18. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with the approved budget, fiscal policy and procedures.
19. Maintain files and send pertinent materials to incoming Chair Elect.
20. Complete updates to the New Member letter for the next year, in conjunction with the Membership Chair.

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21. Complete other duties as requested.