

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

TITLE: DELEGATE

TERM: Three Year; Voted position; Voting member of the DBC Board (eligibility to run for a second term)

PURPOSE: Represents membership at the Academy House of Delegates meetings by actively participating in the sessions, voting on motions, and acting as a resource person regarding DBC activities and policies.

REPORTS TO: Chair and Chair Elect

REPORT FREQUENCY: Monthly and Annual Report

RESPONSIBILITIES:

1. Establishes and maintains two-way communication with DBC members and the Executive Committee (EC).
2. Provides updates to the EC and the DBC membership on House of Delegate (HOD) issues/topics. .
 - a. Participates in monthly EC Board Meetings.
 - b. Evaluates and communicates how HOD issues affect DBC members (Spring and Fall HOD meetings).
 - c. Prepares articles and information for DBC member communications as necessary.
3. Collaborates with the PAL to align on member issues, i.e., policy, regulatory, etc.
4. Review the Delegate information on the DBC website and update as necessary.

QUALIFICATIONS:

- Member of the Academy of Nutrition and Dietetics in the Active classification for at least three (3) consecutive years immediately preceding the term as Delegate and member of DBC.
- Previously held the position as delegate no more than one (1) time.
- Experience on the EC or an appointed committee position to the EC within the past five (5) years.
- Willing to be held accountable for the Delegate vote and action in the Academy House of Delegates.
- Able to communicate between district, state, and national associations.
- Have a working knowledge of the Bylaws of the Academy and the DBC Guiding Principles.
- Able to represent all interests of the membership in an unbiased manner.
- Available to serve in the office for three (3) consecutive years.

GENERAL SCHEDULE

June - December

1. Officially assume office of Delegate on June 1
 2. Participates in the annual spring meeting(s).
 - a. Consider volunteering to serve as table facilitator for 2nd and 3rd year spring and fall HOD meetings.
 - b. Review opportunities to explore and place issues pertinent to DBC membership, which also impact general membership.
 3. House of Delegates, National Activities:
 - a. Fall HOD Meeting: Reviews the materials for the Fall HOD meeting including the association updates, issues summaries (backgrounders, summaries and talking-points) and participates in the pre-house COI discussions.
- i. Participates in Delegate Elect training opportunities.
- ii. Participates in Academy (FNCE®) Fall House of Delegates meeting.
- iii. Summarizes information as needed for members, soliciting feedback and input on issues.

January - May

5. House of Delegates, National Activities:
 - a. Spring HOD Meeting: Reviews the materials for the Spring HOD meeting as available, plus participates in the Spring HOD meeting and post-meeting activities.

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- b. Joins the HOD Community of Interest as a Delegate Elect
- 6. Reviews position description and position policies/procedures as needed; submits annual report.
- 7. Orients the incoming Delegate to the position (third year of delegate responsibility) and orients the incoming Delegate to the Spring HOD mega-issues and communication strategies.