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

TITLE:  CHAIR, DIVERSITY, INCLUSION AND CULTURAL COMPETENCE

TERM:  Two Year; Non-Voting position

PURPOSE:  Promote the profession to diverse individuals and/or increase cultural competency of current practitioners.

REPORTS TO:  Executive Committee

REPORT FREQUENCY:  Monthly and Annual Report

RESPONSIBILITIES:
1. Establishes and maintains two-way communications with DBC members and the Executive Committee (EC).
2. Establishes a plan of action that aligns with the Plan of Work and Strategic Plan.
3. Provides updates to the EC and the DBC membership on DI&C efforts.
4. Works in conjunction with the Chair Elect and Education Chair to integrate efforts into the Plan of Work.
5. Works with the Delegate to align on member issues, i.e., diversity, etc.
6. Submits for D&I Mini-Grant annually.
7. Maintains files, and sends pertinent materials and provides transition support to the incoming Chair.
8. Keeps records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with fiscal Policy and Procedure.
9. Completes other duties as needed and mutually agreed upon.

QUALIFICATIONS:
1. Member of the Academy of Nutrition and Dietetics in the Active category for at least three (3) consecutive years immediately preceding the term as DI&CC and member of DBC.

D&I MINI GRANTS:
1. D&I Liaisons on file with the Academy are eligible to submit one application annually, on behalf of their DPGs, for a D&I Mini-Grant to assist with diversity outreach efforts, provided they have approval from the DPG’s Executive Committee.
2. Grants range in amounts from $100 - $1000 for diversity outreach programs. Please note that limited mini-grants are available. More info: [www.eatrightPRO.org/diversity](http://www.eatrightPRO.org/diversity).
3. Grant funds can be used for completed programs within the program year or upcoming programs. The link to submit nominations will be sent to D&I Liaisons in November. Deadline to apply for a D&I Mini-Grant is March 1, 2021. By submitting an application, the D&I Liaison agrees to complete a follow-up survey. Applicants will be notified of application status in spring 2021.