

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

TITLE: CHAIR, MEMBERSHIP

TERM: Two Year; Appointed by Chair or Chair Elect, Non- voting member of the DBC Executive Committee.

PURPOSE: Enhance Membership

REPORTS TO: Chair and Chair Elect

COMMUNICATE WITH: Executive Committee

REPORT FREQUENCY: Monthly and Annual Report

RESPONSIBILITIES:

1. In collaboration with the Chair Elect or current Chair, appoint committee members from the DBC membership as needed to perform committee activities.
 - a. Request member volunteers via DBC communications channels, utilizing the Communications Team and DBC Chief Administrative Officer as needed, including Networking Director, etc. The Networking Director:
 - i. Develops and reviews grant applications; determines 'winner,'
 - ii. Develops a turnkey kit for hosts that includes messaging provided by the marketing team,
 - iii. Works with the marketing team to promote opportunities and individual events, and,
 - iv. Works with the Business Development Team to secure related sponsorships, if possible.
2. Develop and implement strategies for increasing (and maintaining) membership in DBC and present ideas to the Executive Committee.
3. Conduct annual membership survey; draft, analyze and present findings from survey to EC (execute in Nov/Dec so information can be used for upcoming Plan of Work)
4. Conduct annual non-renewal survey; draft, analyze and present findings to EC; typically done in June/July
5. Work with the DBC Chair and DBC Chief Administrative Officer on strategies for FNCE® DPG Showcase giveaways and/or other promotional materials for use during FNCE®. (Note: all plans need to be approved by the DBC EC and Academy).
6. Participate in Executive Committee Board Meetings.
7. Oversee the Mentor Me Program.
8. Update and execute the Member Orientation Webinar in June.
9. Contribute to Academy member communications, encouraging new members to join.
10. Support the goals of DBC and the work of the Executive Committee.
11. Maintain files and send pertinent materials to the next Membership Chair.
12. 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.
13. Review the new member letter as drafted by the Chair, in January for February distribution.
14. Complete other duties as mutually agreed upon.

Specific Target Areas

Networking events

- Provide a toolkit of materials and best practices
- Track success metrics at each event via emailed surveys
- Identify most successful formats
- Identify other networking opportunities at professional meetings and conferences

Students and DI's

- Show value of DBC in early career activities, such as job search
- EC members subsidize student memberships
- Promote student EC position

Grow Mentor Me program

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- Collaborate and track mentor requests and interactions
- Establish dedicated volunteer(s)
- Promote mentors on SM