TITLE: NOMINATING CHAIR/NOMINATING COMMITTEE

TERM: Two (2) years
Each member elected to the Nominating Committee serves two years. The individual who receives the most number of votes serves as the Chair Elect in the first year and Chair in the second year. The Chair is a voting member of the DBC Executive Committee.

PURPOSE: Manages the nominating and election process of DBC. Prepares an official ballot with the Nominating Committee members. There are four (4) Nominating Committee members, who each serve for two years. The DBC Past Chair serves as an ex officio member.

REPORTS TO: DBC Past Chair (the Past Chair serves as an ad hoc member of this committee), Chair and Chair Elect

COMMUNICATES WITH: Executive Committee


RESPONSIBILITIES

Chair
1. Supports the goals of DBC and the work of the DBC Executive Committee.
2. Attends DBC Executive Committee meetings as needed, i.e., the Academy’s FNCE®.
3. Participates in monthly, or as needed, DBC Executive Committee Board Meetings.
4. Organizes and leads the Nominating Committee in finding qualified candidates to run for open Executive Committee positions; leverages Past Chair expertise and guidance.
5. Presents ballot to the DBC Executive Committee for information purposes.
6. Submits a ballot to the Academy of Nutrition and Dietetics (Academy) for candidate check.
7. Make sure the ballot is sent in a timely manner so it can be completed in accordance with DBC’s Guiding Principles and Academy requirements.
8. Communicates election results to all candidates.
9. Follow-ups with candidates who did not win the election to determine their interest in serving on a DBC committee or running on the DBC ballot next year. Anyone interested in serving on a DBC committee should be referred to the current DBC Chair and Chair Elect for possible appointment.
10. Forwards original election results to the DBC Chief Administrative Officer for archiving.
11. Reports election results to the DBC Executive Committee.
12. Prepares files to send to the new Nominating Committee Chair.
13. Keeps records of personal expenses incurred in the performance of responsibilities and submits expense reports to the DBC Chief Administrative Officer in accordance with DBC and Academy fiscal Policy and Procedure.
14. Performs other duties as mutually decided upon.
Dietitians in Business & Communications (DPG-32) Position Description

Committee

Note: Specific instructions will be received from the Academy of Nutrition and Dietetics regarding the election process and timeline.

1. Determines the offices that need to be filled by ballot, which change annually.
2. Solicits possible names of qualified nominees from the DBC Executive Committee and membership through various networks, including social media
   a. Leverage the Immediate Past Chair for additional guidance
   b. Submit notices to the DBC Communications Chair to solicit names of DBC members interested in running for DBC Executive Committee positions.
3. Follow-ups with nominated candidates and submissions to review qualifications and interest.
4. Requests biographical information from candidates, per Academy of Nutrition and Dietetics instructions.
5. Finalizes ballot. The goal is a contested slate of two (2) candidates per position, four (4) total candidates for nominating.
6. Facilitates elections communication to encourage voting.
7. Notifies all candidates of the election results (once received from the Academy).
   a. Once all candidates are notified, share election results with the Executive Committee, especially the Communications Chair, and the DBC Chief Administrative Officer for archiving (include details for DBC Office).
8. Works with DBC Chair Elect on filling committee chair positions, as needed.
9. Completes work in accordance with Academy of Nutrition and Dietetics guidelines.
10. Keeps records of all expenses incurred in the performance of responsibilities and submit expense reports to the DBC Office in accordance with fiscal policy and procedure.
11. Submits an annual report per instructions.
12. Complete other duties as mutually agreed upon.