

Dietitians in Business & Communications (DPG-32) Job Descriptions

TITLE:	POLICY AND ADVOCACY LEADER (PAL)
TERM:	Three-year; Appointed by Chair or Chair Elect; non-voting member of the Executive Committee.
PURPOSE:	The PAL is the public policy liaison between the Academy and the DBC DPG and serves as the primary contact with the Academy's Policy Initiatives and Advocacy (PIA) team to organize DBCs policy activities.
REPORTS TO:	Chair and Chair Elect
REPORT FREQUENCY:	Monthly and Annual Report

RESPONSIBILITIES:

1. Serves as liaison between PIA, DBC Leadership Team and DBC Members.
2. Communicates the Academy's public policy initiatives including action alerts to DBC members.
 - Select initiatives may be more pertinent to DBC members and may require additional communication.
 - Select initiatives may require support from DBC Leadership, such as Delegate, and Diversity, Inclusion and Cultural Competence Committee, and others.
3. As requested by PIA or for regulatory comment submissions, position developments and/or reviews, works with the DBC Membership to:
 - Identify and recruit members with expertise on relevant issues to serve as content experts.
 - Solicit input, data, sources of data and technical expertise on legislative and regulatory issues.
 - Collect information and consensus of the majority of DBC members for policy issue decisions, as requested by the PIA team.
4. Participates in all EC Board Meetings.
5. Proactively communicates DBC policy issues to PIA annually, gathering information from DBC members.
6. Reviews the policy information sent by the PIA and distributes it to members as needed.
7. Participates in the Academy's Advocacy Summit annually as funding is available.
8. Upon completion of the term, ensures that all files are provided to the incoming PAL and acts as a resource to that person.
9. Support the goals of DBC and the work of the Executive Committee.
10. Maintain files and send pertinent materials to the next PAL.
11. 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.
12. Complete other duties as mutually agreed upon.

QUALIFICATIONS:

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and the DBC DPG.
2. Experience in policy activities related to food, nutrition and health; experience in regulatory issues preferred.
3. Knowledge of the expertise of DBC members.