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

TITLE: SECRETARY

TERM: Two Years; voting member of the Executive Committee.

PURPOSE: Maintain official records of all proceedings of DBC.

REPORTS TO: Chair and Chair Elect

COMMUNICATE WITH: Executive Committee and DBC Chief Administrative Officer

REPORT FREQUENCY: Minutes of each meeting/conference call

RESPONSIBILITIES:

1. Responsible for writing meeting minutes of the Executive Committee meetings.
2. Responsible for ensuring meeting minutes of the Executive Committee meetings are recorded, reviewed, and filed. See PROCEDURES below for specific information to be included in the minutes.
3. Attend DBC Executive Committee meetings during FNCE® and in the spring as needed.
4. Participate in monthly, or as needed, Executive Committee conference calls.
5. Work with the DBC Office, maintain official documents of DBC, including Guiding Principles.
6. Support the goals of DBC and the work of the Executive Committee.
7. Keep records of personal expenses incurred in the performance of responsibilities and process expense reports in accordance with fiscal policy and procedure.
8. Complete other duties as requested.

PROCEDURES:

• The Secretary of DPG or designee prepares minutes for all meetings and teleconferences. If the Secretary is unable to take the minutes for a meeting or teleconference, secure and submit to the Chair for approval, the name of a volunteer to take minutes (or ask the DBC Chief Administrative Officer to take minutes).
• It is recommended that the first draft of the minutes be emailed within 5 (five) business days first to the DBC Chief Administrative Officer and Chair.
• Upon feedback from the DBC Chief Administrative Officer and Chair, the version with edits is emailed to the Executive Committee for review; vote to happen at the next meeting.
• If approved, the minutes stand. If changes are requested, the Secretary will revise and send a final copy to the DBC Chief Administrative Officer for record purposes.

ORGANIZATION OF MINUTES:

1. Use a method that provides an efficient and effective way to translate meeting information to all EC members.
2. Include:
   a. Place, date, and time of the meeting.
   b. Name and position of individual presiding over the meeting.
   c. Complete names of all voting and non-voting committee members present and absent (names used in the minutes following the complete list should be abbreviated with the first letter of the first name, then full last name, i.e.; J. Smith) and all attendees.
   d. Whether the meeting or teleconference is a regular or special one.
   e. Whether a quorum was present for all teleconferences and meetings (business, etc.) as defined in the DPG Guiding Principles.
   f. Approval of the previous meeting minutes as submitted or as amended should be reflected in the minutes.
   g. Set forth each motion, note the motion and second (but no names) and the action taken. It is appropriate to include the written rationale related to the motion and the major discussion points that directly affected the outcome.
   h. Other matters, such as acceptance of reports, progress on actions taken at previous meetings, and appointments to positions.

Updated and Revised July 7, 2020