

ELECTED POSITION SUMMARY

The elected officers of the NOBIDAN Executive Committee (EC) consist of a Chair, Chair-Elect, Past-Chair, Treasurer, Secretary, Nominating Committee Chair and House of Delegates (HOD) MIG Delegate. All officers take office at the start of the fiscal year, June 1. All officers are voting members of the EC and expected to attend monthly meetings.

CHAIR-ELECT

- Term: one (1) year with additional 1-year term as Chair and 1-year term as Past-Chair (3-year commitment)
- Performs the functions of the Chair in their absence
- Plans, organizes, and coordinates educational programs at the Academy's Food & Nutrition Conference & Expo™ (FNCE®), and works with others to facilitate planning of events
- Submits all FNCE® proposals with the appropriate documentation required by the Academy

After Chair-Elect Position:

Chair (non-elected position)-leads the NOBIDAN Executive Committee and members, presides over EC meetings, sets NOBIDAN's strategic direction for the year, and serves as the liaison to the MIG Relations Team

Past Chair (non-elected position)-prepares the annual report for previous fiscal year, updates the Guiding Principles, and assists with acquiring sponsors to fund various projects

SECRETARY

- Term: two (2) years
- Records the minutes for the monthly EC meetings and NOBIDAN annual membership meeting
- Assists with the newsletter and website as needed
- Responds to inquiries from NOBIDAN members, friends, and the public via website or email

TREASURER

- Term: two (2) years
- Advises the EC in the preparation of the annual NOBIDAN budget
- Approves the collection and disbursement of all monies
- Receives all financial reports from the Academy Accounting, reviews financial statements, and reports financial status of NOBIDAN to the EC monthly and NOBIDAN members annually

NOMINATING COMMITTEE

The Nominating Committee (NC) Chair-Elect will be the candidate who receives the most votes. The NC is responsible for the elected positions and scholarship activities. All NC members are expected to assist with recruiting candidates for the national election ballot and reviewing the scholarship applications. Additionally, each member is expected to attend a monthly NC meeting in addition to the EC meetings. The NC Chair is the only voting member from this committee on the EC.

NOMINATING COMMITTEE CHAIR-ELECT

- Term: one (1) year with an additional 1-year as Chair (2-year commitment)
- Performs the functions of the Chair in their absence
- Assists the Chair with updating the position description document
- Prepares the committee plan report for the next fiscal year
- Creates content for the flyers and newsletters
- Reviews all documents as requested by the NC Chair

After Chair-Elect Position:

Chair (non-elected position)-leads the monthly NC committee meetings, recruits qualified and eligible candidates for the national election ballot, leads the scholarship activities, updates the position description document, submits a committee report each month, and reports committee activities at the EC meeting

NOMINATING COMMITTEE MEMBER

- Term: two (2) years
- Records the minutes for the monthly committee meetings
- Assists the Chair with recruiting qualified and eligible candidates
- Reviews all documents as requested by the Chair and Chair-Elect

HOUSE OF DELEGATES (HOD) MIG DELEGATE

- Term: three (3) years
- Participates in HOD communication platforms and programs
- Attends HOD meetings
- Keeps the NOBIDAN EC informed about HOD issues/feedback/information
- Facilitates non-biased dialogue with NOBIDAN members regarding HOD issues
- Act as a liaison between the HOD, EC and members for dietetic and nutrition related issues with respect to the NOBIDAN mission and vision

Adopted: 10/05/2021