

Nutrition Informatics DPG Job Description

POSITION TITLE: Secretary

TYPE: Elected (in even years), Voting

TERM: 2 years

DESCRIPTION: The Secretary shall be elected by the membership to serve a two-year term and is elected in even numbered years.

QUALIFICATIONS:

1. The Secretary must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Secretary must be a member of the Nutrition Informatics Dietetic Practice Group (NI DPG) and have at least three years involvement with NI DPG, preferably having served as a chair of a committee.
3. Must be a registered dietitian or dietetic technician, registered

SPECIAL SKILLS:

- Good communication and organization skills.
- Word processing/typing/access to a computer is essential.
- Attention to detail

FUNCTIONS/TASKS:

1. Attend monthly EC meetings and Chairs meetings.
2. Collect committee reports before the monthly EC meeting.
3. Prepare EC meeting minutes in consultation with the Chair, Chair-Elect & DPG rep, taking into consideration notes from the Chairs meeting & the committee reports.
4. Send EC meeting agenda to full EC.
5. Take EC meeting attendance minutes
6. Track progress of monthly action items.

ESTIMATION OF TIME COMMITMENT:

- EC conference calls (monthly 1-hour calls over 2 years): require approx. 3 hours of preparation and 3 hours post meeting.
- Chairs conference calls (monthly 1-hour calls over 2 years): require approx. 30 minutes of preparation and 30 minutes post meeting.
- FNCE and Midyear meeting: each require approx. 8 hours preparation and 8 hours post meeting work.