

Clinical Nutrition Management DPG Executive Committee Position Description

Position: Chair Elect

General Info:

1. Assume office at the beginning of the fiscal year in June.
2. Participate in a handoff meeting between the outgoing and incoming officer (typically either at the end of the fiscal year in May or the beginning of the fiscal year in June).
3. Participate in the EC meetings.
4. Participate in the in-person meetings (as budgeted/scheduled).
5. Maintain website content for the position or committee; remove content no longer relevant.
6. Provide general assistance with EC business.
7. Meet May 31st deadline for expense reimbursement & revenue acceptance for fiscal year.
8. Provide information for inclusion in the Annual Report (as appropriate).

TERM OF OFFICE: The Chair-Elect is elected for the Chair-Elect position for a one-year term, next assumes the role of Chair the following fiscal year for a one-year term, then finishes in the role of Past Chair for a one-year term for a total commitment of three years. The Chair-elect must be an active Academy/CNM member and previous CNM EC member (elected or appointed).

RESPONSIBILITIES:

1. Performs the functions of the office of Chair in the absence of the Chair.
2. Submits FNCE® Spotlight Session to the Academy Meetings Department for the CNM DPG sponsored speaker at FNCE® (which occurs during the term as Chair).
3. Plans and coordinates the annual Symposium in conjunction with the Professional Development Chair and committee. Selects location for the following year's Symposium in collaboration with the CNM Event Planner. Refer to the Symposium planning timeline (updated annually and available from the Event Planner) for specific duties and timelines.
4. Appoints committee chairs at the end of the FY to serve during his/her year as Chair. Submits contact information for appointed and elected officers to the Academy DPG Relations Manager. Notifies the Nutrition Services Payment and Coverage team and DPG Relations Manager of the new CNM Reimbursement Representative for the new membership year.
5. Prepares the POW and the DPG budget for the following year (term as Chair) in collaboration with the Treasurer and Chair per Academy timeline.

June <ul style="list-style-type: none">• Begin planning annual Symposium in conjunction with Event Planner, Professional Development Chair/Committee, & Fundraising Chair/Committee (see Symposium planning timeline)
July <ul style="list-style-type: none">• Begin working on FNCE® Spotlight session for the following year
October <ul style="list-style-type: none">• FNCE® (Assist Member Services Chair with advertising Symposium at DPG Member Showcase)
November <ul style="list-style-type: none">• Speaker forms for the following year FNCE® Spotlight session due

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<ul style="list-style-type: none">• Initiate POW/budget work with CNM Admin
December-January <ul style="list-style-type: none">• Symposium planning• Work on POW with treasurer and CNM Admin
February <ul style="list-style-type: none">• Submit POW to Academy DPG Relations Manager• Secure sponsorship for FNCE® EC meeting and member reception (Note: This may not occur until June/July)• Begin securing appointments for the coming year.
March/April/May <ul style="list-style-type: none">• Annual Symposium (dates vary between March and May)
April/May <ul style="list-style-type: none">• Finalize EC committee chair appointees for upcoming fiscal year; submit names to Secretary and CNM Admin• In collaboration with the Membership Chair, finalize the new member “Welcome Letter” for term as Chair