

Clinical Nutrition Management DPG Executive Committee Position Description

Position: Secretary

General EC Information and Responsibilities:

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 conference calls.
4. Participate in any in-person meetings (as scheduled and as position budgeted).
5. Provide general assistance with EC business.
6. Meet May 31st deadline for expense reimbursement for fiscal year.
7. Provide information for inclusion in the Annual Report (as appropriate).

TERM OF OFFICE: The Secretary is elected to a two-year term of office. The Secretary must be an active member of the Academy and CNM.

RESPONSIBILITIES:

1. Issues a call for agenda items prior to each meeting/conference call. In collaboration with the CNM Office, generates the agenda under the direction of the Chair.
2. Distributes agenda and other pertinent documents to EC prior to each meeting/call. (Note that documents are posted on the leadership website by the CNM Office).
3. Responsible for meeting minutes.
 - a. Takes minutes at all EC meetings. If the Secretary is unable to attend the meeting, the Secretary (with approval from the Chair) will designate a substitute.
 - b. Minutes include:
 - i. date/time meeting was called to order
 - ii. names/position of the individual presiding over the meeting
 - iii. names of persons present & absent
 - iv. that a quorum was present
 - v. approval of the previous minutes as submitted or as amended
 - c. Minutes indicate when a motion is made, seconded, and carried without the names of the individuals making or seconding the motion
 - d. Provides initial draft to CNM Office for review. Then the Chair reviews. Then a final copy is sent to the CNM Office for posting with call documents.
 - e. Minutes are maintained for a minimum of 3 years from the end of the fiscal year.
4. In collaboration with the CNM Office, maintains CNM EC roster and distributes to EC members whenever updates are made. Sends information to Admin for inclusion in the EC EML.
5. Assists with projects as delegated by the Chair or EC.

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June <ul style="list-style-type: none">• Create new EC roster and distribute to EC (this may be done by the CNM Office)
October <ul style="list-style-type: none">• FNCE®
March/April/May <ul style="list-style-type: none">• Annual symposium (dates vary between March and May)• Reviews position description.• Completes transitioning, if needed.