

Awards Committee Chair

Awards Committee Chair

- Must be a member of the Academy and PHCNPG.
- Is appointed
- Serves as non-voting member of the Executive Committee (EC)

Term:

Two years; can be reappointed once

General PHCNPG duties

- Coordinates all aspects of PHCNPG and Academy & Academy Foundation awards activities.
- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

Position specific duties

- Recruits and appoints at least two members for the Awards Committee.
- Solicits nominations for Academy national awards, and Academy Foundation awards: Prepares a soliciting message to be e-blasted by November 30th of each year. Nominations must be approved by the Executive Committee. Works with candidates, committee members and other volunteers as needed to develop nomination packages for Academy and Academy Foundation awards. This may include contacting leaders from state affiliates and/or other DPGs. (Submission Deadline: 12:00 a.m. of March 1st of each year.)
- PHCNPG awards: Prepares a soliciting message to be e-blasted in January of each year. (Submission Deadline: May 1st of each year). Receives nomination packages for PHCNPG awards. The Awards Committee reviews nomination packages and select winners. Purchases plaques for the PHCNPG award winners.
- Gwendolyn Rossell Memorial Continuing Education Award (GRMCEA). Receives the following items for GRMCEA recipients: (1) Evidence of attendee and (2) Written critique and summary of the program (3) Description of how the program was beneficial to the award recipient. (4) An article for the PHCNPG Eblast which summarizes the program and its implications for public health community nutrition dietetic practice. Submits 1-4 to Academy Foundation and 4 to Strategic Communications Chair.
- Obtains a status report of GRMCEA at least once a year and share it with Executive Committee.
- Trains the incoming awards chair and transfers relevant files.
- Serves as a non-voting member of the Executive Committee.

Public Health/Community Nutrition Practice Group

Job Descriptions



- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.
- Participates in monthly conference calls and meetings at FNCE.
- Reviews and updates job description as needed and submits it to the Executive Committee for approval.
- Performs other duties as specified in the job description or as designated by the Executive Committee.

Original: 05/14

Revised/Approved: 07/21