

Chair-Elect

Chair-Elect:

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

Term:

One year

SPECIAL SKILLS: Project Management skills, effective communication skills

General PHCNPG duties

- Performs the functions of the office of Chair in the Chair's absence or when the Chair is unable to perform the functions of the Chair as determined by the Executive Committee.
- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

Position specific duties

- Appoints the chairs and members of all standing committees to serve during the Chair-elect's term as Chair. Works with the nominating chair to ensure an appropriate slate of nominees.
- Oversees the preparation of the program of work for the term of office as Chair in conjunction with the treasurer and the executive coordinator.
- May plan, organize, and coordinate educational programs at the Academy's Food & Nutrition Conference & Expo or work with others to facilitate planning of events to occur during their term as Chair of the PHCNPG. As early as June/July develops and submits the FNCE spotlight session proposal according to the guidelines from the Academy. Plans, organizes, and coordinates the FNCE spotlight session that will occur during term as chair, if the FNCE spotlight session proposal is approved. Follows the instructions from the Academy Professional Development.
- As appropriate, work with the treasurer to solicit donations/sponsorship outside of PHCNPG (e.g., industry, commodity groups) to support the FNCE Business and Membership Meeting/Reception and other activities occurring at FNCE during term as chair.
- Communicates with members on pertinent issues via Web site, Eblast and discussion list, and other means as appropriate.

Public Health/Community Nutrition Practice Group

Job Descriptions



- Serves as Second Century Liaison to the Academy and provides updates to EC and membership as needed.
- Supports Chair and Executive Coordinator on strategic and operational planning, policies and procedures while supporting regular updates and documentation of Chair-Elect responsibilities and deliverables. Recommends to Chair 3 key strategic priority actions for EC and membership at large to be completed this year, or along the course of 2 years including considerations for advanced residency program, workforce capacity, cultural diversity, and policy
- Leads key membership initiatives as appropriate and relevant.
- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.
- Reviews and updates job description as needed and submits it to the Executive Committee for approval.

Estimation of Time Commitment:

4-6 hours per month

Original: 05/14

Revised/Approved: 05/03/19