

Chair

Chair:

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

Term:

One year

General PHCNPG duties

- Has the general powers of supervision and active management of PHCNPG.
- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

Position specific duties

- Coordinates and facilitates monthly conference calls and meetings at FNCE and prepares the agenda for each call.
- Appoints the chair(s) and members of any special committee(s) of the PHCNPG and defines the reporting mechanism and function of special committee(s).
- Serves as the liaison to the DPG Relations Team and the DPG delegate to the Academy House of Delegates.
- Authorizes contracts and service agreements.
- Oversees PHCNPG events at FNCE.
- Participates in reviewing the mid-year financial status and takes action as needed.
- Reviews the following items with the Executive Committee and takes actions as needed:
1. Strategic Plan (Mission & Vision) Review & Update 2. Strategic Plan (Goals) Review & Update
- Signs agreements with treasurer and the DPG/MIG manager.
- Oversees PHCNPG communication and reviews PHCNPG correspondence before it is sent to the membership.
- Provides brief monthly update via Eblast.
- Signs official correspondence on behalf of PHCNPG.
- Serves as the chair of the PHCNPG and its Executive Committee. Serves as a voting member of the Executive Committee.
- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.

Public Health/Community Nutrition Practice Group

Job Descriptions



- 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.

Original: 05/14

Revised/Approved: 05/03/19, 06/01/21