

## **Nominating Chair-Elect**

### **Nominating Chair:**

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

### **Term:**

Two years, first year as Chair-elect and second year as Chair

### **General PHCNPG duties**

- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

### **Special Skills**

- Project Management skills, excellent communication skills

### **Position specific duties**

- Responsible for participating in the Nominating Committee in soliciting and confirming the slate of candidates for elected positions, while encouraging and promoting diversity and inclusivity.
- Responsible for outreach to interested members for committee participation.
- Performs duties as outlined in “Nominations, Elections, and Vacancies” of Guiding Principles and job description.
- From July-November, participates in monthly Nominating Committee meeting and helps identify members to serve on EC committees, identify members to put on the ballot for elected positions
- 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.

### **Expected time commitment:**

2-4 hours per month

Original: 7/20

Revised/Approved: pending

# Public Health/Community Nutrition Practice Group Job Descriptions

