

Position Description

STUDENT COMMITTEE CHAIR

**Public Health/
Community
Nutrition**

a dietetic practice group of the
 Academy of Nutrition
and Dietetics

Length of Term: One year

Eligible Applicants: Members of the Academy of Nutrition and Dietetics who:

1) Are current PHCNPG members

- **AND** -

2) Have Student Member status through the Academy, **OR** are full- or part-time students and have Active Member status through the Academy

NOTE: *You must be enrolled in a program or coursework a minimum of four months during the 2021 —2022 academic year.*

Functions:

- Serves as a non-voting member of the Executive Committee.
- Participates in monthly conference calls of the Executive Committee
- Serves as a liaison between student members and the Executive Committee.
- Encourages PHCNPG student members to join the Student Committee and conduct committee business, as needed.
- Works with Website Chair to manage the Student Members page on the PHCNPG website.
- Provides or appoints a member of the Student Committee to provide at least 10 posts for Facebook, Instagram, and/or Twitter. Coordinates virtual “Ask the RDN” events.
- Conduct an annual survey of the membership to assess the needs of the student membership.
- Communicates with students via email to inform students of PHNCPG updates.
- Performs other duties as designated by the Executive Committee or as deemed of importance by the Student Committee.
- Serves on the Selection Committee for the in-coming Student Committee Chair.

Additional Information/Expectations:

- The PHCNPG Executive Manager and former Student Committee Chair will serve as the Student Committee Chair’s mentor on the Executive Committee.
- The Student Committee Chair will have access to the PHCNPG conference call line for conducting committee business.
- Work that is submitted for publishing online (e.g. website, e-blast, social media) must be reviewed by the appropriate EC Committee Chair.
- PHCNPG will provide funding for the Student Committee Chair to attend the Food & Nutrition Conference & Expo™ (FNCE®). Funding includes registration, travel, lodging (roommate required), and per diem allowance in accordance with Academy’s expense reimbursement guidelines. During the conference, the Student Committee Chair is expected to attend and participate in the PHCNPG Executive Committee meetings, PHCNPG Member Networking & Business Meeting, and DPG Showcase.
- The Student Committee Chair will coordinate a meet-up of all student members attending FNCE® and encourage student members to attend the PHCNPG Member Networking event. The Student Committee Chair will also coordinate volunteer shifts for students at the DPG Showcase. If the Student Committee Chair is unable to attend FNCE®, the PHCNPG Chair may appoint another member of the Student Committee to attend and represent the committee.

Approved 2/14/2014

Revised 5/13/2014, 2/15/2015, 1/14/2016, 4/4/18, 1/4/20, 5/2021

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- Typically, one to two hours per week are required by the student in this position, with more time needed prior to and during FNCE®.

Method of Selection:

Appointed by Chair-Elect following an application process Application process:

- Student members will be informed of application period via e-blast, social media, and the PHCNPG Student Members webpage. The application period closes June 30, 2021.
- [Application form](#) and résumé are due by June 30, 2021 no later than 5pm CST.
- Each applicant will be considered based on commitment to the position, experiences and strengths as related to the needs of the position, and overall impression.
- Applications and résumés will be reviewed by a subcommittee of the PHCNPG Executive Committee which includes the current Student Committee Chair. The Student Committee Chair will be selected by vote of the subcommittee and approved by the Executive Committee.