Weight Management DPG Guiding Principles

NAME
This dietetic practice group (DPG) of the Academy of Nutrition and Dietetics (Academy), as outlined in the Academy Bylaws, shall be known as Weight Management, hereafter also referred to as WM.

MISSION
Empowering members to be the food and nutrition leaders in weight management and lifestyle change.

VISION
Optimizing healthy weight through food and nutrition.

GOALS
1. Prepare members to be weight management and lifestyle change leaders through opportunities to enhance professional skills and competencies.
2. Provide members with the skills and opportunities to be recognized as leaders in weight management.
3. Prepare members to communicate, advocate, and collaborate effectively with internal and external stakeholders to support healthy lifestyles for Americans.
4. Integrate research, professional development, technology and practice to stimulate innovation and discovery.

MEMBERSHIP
1. Membership in WM is limited to members of the Academy.

2. Academy members officially listed as WM members have the same rights and privileges as set forth in the Academy Bylaws and have corresponding rights and privileges in the conduct of business of Weight Management.

3. Academy members whose WM dues are not in arrears receive all benefits of the DPG.

4. Dues are set each Academy fiscal year by the WM Executive Committee, including student membership rates.

FISCAL YEAR
The fiscal year of WM shall be in accordance with the Academy fiscal year (June 1 to May 31).
EXECUTIVE COMMITTEE
The executive committee (EC) of WM is responsible for leading the organization with respect to the WM strategic plan outlining the organization’s mission, vision and goals. The EC is composed of the elected officers and EC directors.

ELECTED OFFICERS (VOTING MEMBERS)
1. The elected officers of WM consist of a Chair, Chair-elect, Treasurer, Secretary, Past Chair, Nominating Committee Director, and Delegate. Elected officers’ term coincides with the Academy schedule commencing June 1.

2. Candidates for elected office have demonstrated commitment to team decision-making, interest in and involvement in WM affairs, preferably having served on a committee.

3. Additional duties of all elected and appointed officers include training of the incoming person in the execution of the position’s assigned duties.

4. Chair. The Chair serves for one (1) year. Functions of the Chair:
   a. Serves as the chair of the WM and its Executive Committee.
   b. Serves as a voting member of the Executive Committee and has the general powers of supervision and active management of WM.
   c. Signs approval form as an authorized signer for WM.
   d. Presides over meetings of the Executive Committee and/or members.
   e. With support from the Chair-Elect and Past Chair, the Chair is responsible for all appointments during her/his year as Chair for the following:
      a. EC Directors
      b. Committee Coordinators
      c. Members of any special committee(s) of WM and defines the reporting mechanism and function of the special committee(s) to the Executive Committee.
   f. Serves as the primary liaison to the DPG Relations Team.
   g. Supervises the Executive Director.
   h. Performs other duties as specified in the current job description.
   i. Acts as the direct liaison for the following positions or committees: Secretary; Treasurer; Delegate; Communications Chair; Newsletter Editor; and TOS Alliance Representative

5. Chair-Elect. The Chair-Elect serves for one (1) year. Functions of the Chair-Elect:
   a. Serves as a voting member of the Executive Committee.
   b. 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.
   c. With support from the Chair and Past Chair, the Chair-Elect is responsible for all appointments for her/his year as Chair for the following:
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a. EC Directors
b. Committee Coordinators
c. Members of any special committee(s) of WM and defines the reporting mechanism and function of the special committee(s) to the Executive Committee.
d. Prepares the Program of Work for the term of office as Chair in collaboration with the Treasurer, Chair, Past-Chair and Executive Director.
e. Plans, organizes, and coordinates educational programs at the Academy Food & Nutrition Conference & Expo™ (FNCE®).
f. Performs other duties as specified in the current job description or as designated by the Executive Committee.
g. Acts as the direct liaison for the following committees: Professional Development and Research

6. Past Chair. The past-Chair serves for one (1) year. Functions of the Past-Chair:
   a. Serves as a voting member of the Executive Committee.
b. Serves as ex-officio, non-voting member of the Nominating Committee.
c. Serves as the Chair for the Past Chair Council coordinating at least one meeting per year.
d. Supports the Chair-Elect and Chair, for all appointments made while Past Chair for the following:
   a. EC Directors
   b. Committee Coordinators
c. Members of any special committee(s) of WM and defines the reporting mechanism and function of the special committee(s) to the Executive Committee.
e. Performs other duties as specified in the current job description or as designated by the Executive Committee.
f. Acts as the direct liaison for the following committees: Member Services, Policy and Advocacy, Networks and Nominating.

7. Treasurer. The Treasurer serves for two (2) years. Functions of the Treasurer:
   a. Serves as a voting member of the Executive Committee.
b. Advises the Executive Committee in the preparation of the annual budget and program of work of WM, and signs approval form as an authorized signer for WM.
c. Reports the financial status of WM to WM members annually.
d. Performs other duties as specified in the current job description or as designated by the Executive Committee.
e. Acts as the direct liaison for the following committee: Sponsorship
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8. Secretary. The Secretary serves for two (2) years. Functions of the Secretary:
   a. Serves as a voting member of the Executive Committee.
   b. Prepares and disseminates, in collaboration with the Chair, materials for the EC monthly meeting
   c. Responsible for ensuring that the minutes of meetings of the Executive Committee and of the WM membership meeting(s) are recorded, reviewed, and archived with WM and at the Academy Headquarters.
   d. Maintains official documents of WM including Guiding Principles.
   e. Performs other duties as specified in the current job description or as designated by the Executive Committee.

9. Nominating Committee Director. The Nominating Committee Director serves for 2 years. In year one, serves as the Nominating Committee Director Elect, elected by the WM DPG membership. In year 2, serves as the Nominating Committee Director and as a voting member of the Executive Committee. The Nominating Committee Director will function as defined in these Guiding Principles. The Awards and Honors Committee is an appointed sub-committee of this team.
   a. Serves as voting member of Executive Committee.
   b. Prepares the annual ballot for WM Executive Committee approval and coordinates submission of the official ballot to the Academy.
   c. Notifies each candidate for office of the election results.
   d. Works with the committee to submit names and prepare application for the national ballot, awards and honors.
   e. Directs the activities of the Awards and Honors Committee and Volunteer Coordinator to support the program of work of WM.

10. DPG HOD Delegate. The DPG HOD Delegate serves for a period of 3 years and may serve a term limit of two (2) consecutive terms (six (6) years total).
    a. Serves as a voting member of the Executive Committee.
    b. Serves as a member of the House of Delegates (HOD).
    c. Participates in HOD activities to identify and prioritize trends in the profession.
    d. Participates in HOD and BOD committees and task forces as assigned.
    e. Performs functions, as needed, to assist in facilitating the work of the HOD.
    f. Networks and reflects the issues of the area of weight management
    g. Serves as a technical expert to the House on matters involving weight management
    h. Identifies and proposes to the HOD initiatives in area of practice represented.
    i. Performs other duties as may be assigned by the Speaker.
COMMITTEE DIRECTORS (NON-VOTING MEMBERS)

1. Professional Development Director. The Professional Development (PD) Director will be appointed by the Chair-Elect as necessary to serve during the Chair-Elect’s term as Chair. The term of the appointment is 3 years. Functions of the Professional Development Director:
   a. Serves as a non-voting member of the Executive Committee.
   b. Directs the activities of the webinar and the annual symposium teams (if scheduled) and reports progress to the Executive Committee.
   c. Appoints committees/task forces for this functional area.
   d. Performs duties as specified in the current job description or as designated by the Executive Committee.
   e. As the PD Director, this individual directs the activities of the following with the Chair-Elect:
      a. Webinar Team
      b. Resources Team
      c. Bariatric Subunit Coordinator
      d. Pediatric Subunit Coordinator
      e. Wellness and Coaching Coordinator
   f. As PD Director, this individual will collaborate with the Research Director and will participate on the Research Committee.

2. Research Director. The Research Director will be appointed by the Chair-Elect as necessary to serve during the Chair-Elect’s term as Chair. The term of the Research Director is 3 years. Functions of the Research Director:
   a. Serves as a non-voting member of the Executive Committee.
   b. Directs the activities of the Research committee and reports progress to the Executive Committee.
   c. Directs the activities of the CPEU newsletter team for CPEU articles and oversees the CPEU editor and reviewers and reports progress to the Executive Committee.
   d. Appoints committees/task forces for this functional area and to other teams as needed.
   e. Performs duties as specified in the current job description or as designated by the Executive Committee.
   f. As the Research Director, this individual directs the activities of the following committees with the Chair-Elect:
      a. Newsletter CPEU Editor and team
      b. WM Research Briefs
   g. As Research Director, this individual will collaborate with the PD Director and will participate on the PD Committee.
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3. Communications Director. The Communications Director will be appointed by the Chair-Elect as necessary to serve during the Chair-Elect’s term as Chair. The term of the position is 3 years. Functions of the Communications Director:
   a. Serves as a non-voting member of the Executive Committee.
   b. Coordinates and collaborates with the Executive Director on the production and distribution of WM communication vehicles and publications, including but not limited to electronic email communications to all members, the website and social media. Facilitates management of the electronic mailing lists.
   c. Appoints committees/task forces for this functional area, in collaboration with the Chair.
   d. As Communications Director, this individual directs the activities of the following with the Chair:
      a. Social Media Team
      b. Blast email (BEM) Team
      c. EML Team
   e. Perform duties as specified in the current job description or as designated by the Executive Committee.

4. Newsletter Editor. Newsletter Editor. The Newsletter Editor will be appointed by the Chair-Elect as necessary to serve during the Chair-Elect’s term as Chair. The term of the position is 3 years. Functions of the Newsletter Editor:
   a. Serves as a non-voting member of the Executive Committee
   b. Directs a team of newsletter and section editors in order to publish newsletters each year in the number determined by the Executive Committee, maintaining the high standards of the publication and research integrity
   c. As Newsletter Editor, this individual directs the activities of the following with the Chair:
      a. CPEU Newsletter Team
      b. Assistant Editor
      c. Associate Editor
      d. Newsletter Section Editors
      e. Newsletter Volunteer Editors

5. Member Services Director. The Member Services Director will be appointed by the Chair-Elect as necessary to serve during the Chair-Elect’s term as Chair. The term of the position is 3 years. Functions of the Member Services Director:
   a. Serves as a non-voting member of the Executive Committee.
   b. Directs the activities of the member services committee and volunteer coordinators such as but not limited to conducting member surveys, member recruitment and retention.
   c. Appoints committees/task forces for this functional area, in collaboration with the Chair.
   d. Performs duties as specified in the current job description or as designated by the Executive Committee.
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e. As Member Services Director, this individual directs the activities of the following committees with the Chair:
   a. Recruitment and Retention Coordinator
   b. Student Services Coordinator
   c. Member Survey Coordinator

6. Policy and Advocacy Leader (PAL). The PAL will be appointed by the Chair-elect as necessary to serve during the Chair-elect’s term as Chair. The term of the position is 3 years. Functions of the Policy and Advocacy Leader:
   a. Serves as a non-voting member of the Executive Committee.
   b. Directs the activities of the Reimbursement Team and acts as a liaison to organizations such as OCAN, OAC and other appropriate groups in collaboration with the Network Director.
   c. Performs duties as specified in the current job description or as designated by the Executive Committee.
   d. Leads Policy and Advocacy Committee.
   e. Performs other functions as noted in DPG Policy P-5.

7. Network Director. The Network Director will be appointed by the Chair-elect as necessary to serve during the Chair-elect’s term as Chair. The term will be a 3-year term
   a. Serves as a non-voting member of the Executive Committee.
   b. Directs the activities of the Networks and reports progress to the executive committee.
   c. Appoints committees/task forces for this functional area and to other teams as needed.
   d. Performs duties as specified in the current job description or as designated by the Executive Committee.
   e. Coordinate with the Academy Alliance rep to The Obesity Society (TOS) to ensure WM’s ongoing involvement in conferences, speaking opportunities, session planning and other collaborative opportunities.
   f. Works in collaboration with the Policy and Advocacy Leader (PAL) to direct activities to organizations such as TOS, OAC, OCAN, and other appropriate organizations.

REPORT TO MEMBERS
1. An annual report of the previous fiscal year activities is created for the purpose of presenting financial and program of work outcomes, prepared by the Past Chair with assistance from the Executive Committee and the Executive Director.

2. The report is distributed electronically to all WM members by October 31st of each year and is posted on the website.
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GOVERNANCE

1. The Executive Committee of WM is the governing body of the DPG and is responsible for the development, implementation, and evaluation of the program of work, fiscal affairs, and actions of WM based upon the Strategic Plan.

2. Voting Composition. The Voting members of the Executive Committee consist of the Chair, Chair-elect, Past-Chair, Treasurer, Secretary, WM Delegate, and Nominating Committee Director. Non-voting members include Committee Directors: Professional Development Director, Research Director, Communications Director, Newsletter Editor, Member Services Director, Policy and Advocacy Leader, and Networks Director.

3. Functions of the Executive Committee:
   a. Develops, implements and monitors the program of work.
   b. Provides for responsible fiscal planning, controlling and directing financial affairs.
   c. Provides leadership.

4. Meetings. The Executive Committee meets regularly via conference call to conduct business. At least one leadership retreat is held yearly, with a goal of two each year, for planning specific to the Strategic Plan (in person or by conference call).

5. Quorum. A simple majority of the voting members of the Executive Committee constitutes a quorum for the transaction of business at any meeting of the Executive Committee.

6. Committees. Appointments to committees of the Executive Committee are for a minimum of two (2) years, unless otherwise designated. The Chair-Elect appoints members of all committees to serve during the Chair-Elect’s term as Chair, as necessary, except as otherwise specified in these Guiding Principles. Committee Directors and committee members may be reappointed.

COMPOSED STANDING COMMITTEES

1. Subunit Committee. The Subunit Committee will consist of the Subunit Coordinators for Bariatric Surgery, Pediatric, and Weight and Wellness Coaching. The Subunit Coordinators will be appointed by the Chair-elect as necessary to serve during the Chair-elect’s term as Chair. The term of these positions is 3 years. Functions of the Subunit Coordinators:
   a. Serves as a non-voting member of the Executive Committee.
   b. Supports member value by providing high quality initiatives in respective subunit area.
   c. Assists newsletter editors with content review, appointing subunit newsletter editors, and approving content in their specific areas.
   d. Assists Professional Development team for CPEU webinars and newsletters sections from each of the subunit areas.
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e. Appoints committees/task forces for this functional area.
f. Performs duties as specified in the current job description or as designated by the Executive Committee.

2. Resource Committee: The Resource Committee will consist of Resource Coordinators for Quick Guides and Promotions.
   a. Resource Coordinator: Serves as a non-voting member of the Executive Committee. The term will be a 3-year term. Reports to the Professional Development Director.
   b. Develops an overall vision and plan for developing and promoting educational materials/resources specific to weight management and its subunits.
   c. Develops and maintains a list of resources and keeps the list updated on the website in coordination with the Executive Director.
   d. Along with Communications Director, develops a plan to promote the resources.

3. Webinar Committee: The Webinar Committee will consist of the Webinar Coordinator and Assistant.
   a. Webinar Coordinator: Serves as a non-voting member of the Executive Committee. The term will be a 2-year term. Reports to the Professional Development Director.
   b. Develops an overall vision and plan for developing and promoting webinars to weight management and its subunits.

4. CPEU Newsletter team. The CPEU newsletter team will consist of the CPEU newsletter editor and the assistant editor appointed by the Chair-Elect.
   a. CPEU newsletter team reports directly to the Research Director and the Newsletter Editor to facilitate the publication of the CPEU article.

5. WM Research Briefs team. The WM Research Briefs team will be appointed by the Chair-Elect.
   a. The WM Research Briefs team reports directly to the Research Director and sends recent research updates directly to the Executive Director on a bi-weekly basis.

6. Sponsorship Team. The Sponsorship Team will consist of the Sponsorship Coordinator and committees/task forces appointed by the Chair.
   a. Sponsorship Team reports directly to the Treasurer and is responsible for initiating and maintaining relationships with industry to provide sponsorship funds to support the work of the DPG.

7. Communications Team. The Communications Team will consist of the Communications Director, Social Media Team, BEM and EML teams and any additional committees/task forces appointed by the Director. The Communications
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Team will be responsible for disseminating evidenced and practice-based information, announcements, and all other communications.

8. Nominating Committee. The Nominating Committee will consist of two (2) elected members (Nominating Director, Nominating Director Elect), the Awards and Honors Coordinator and Assistant Coordinator, the Volunteer Coordinator, and the WM Past Chair. The Nominating Committee will function as defined in the Nominations, Elections, and Vacancies section of these Guiding Principles.

9. Awards and Honors Committee. Awards and Honors Committee is comprised of the Awards and Honors Coordinator, Awards and Honors Assistant Coordinator, Nominating Committee Director, Nominating Committee Director Elect, Volunteer Coordinator, and WM DPG Past Chair.

10. Member Services Committee. The Member Services Committee will consist of the Member Services Director and committees/task forces appointed by the Chair. Member Services is responsible for member recruitment and retention.

11. Policy and Advocacy Committee. The Policy and Advocacy Committee consists of the PAL and Reimbursement Representative; however, members may be recruited at times per DPG Policy P-5. The Reimbursement Representative will serve on the Policy and Advocacy Committee under the leadership of the PAL.
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NOMINATIONS, ELECTIONS, AND VACANCIES
1. Nominating Committee functions. The Nominating Committee is responsible for:
   a. Preparing an official ballot, annually or as otherwise specified in these Guiding Principles.
   b. Ensuring that the nominees meet the formal eligibility requirements of office and are personally and professionally qualified to effectively represent and further the interests of the Academy and WM.
   c. Presenting one or preferably two candidates for:
      - the office of Chair-Elect
      - the office of Secretary, in alternating years
      - the office of Treasurer, in alternating years
      - the office of Nominating Director-Elect
      - the office of DPG HOD Delegate every three years
      - any other elected officers/officials
   d. In the event a tie vote occurs in the Nominating Committee activities, further discussion should ensue. If the tie persists, the Nominating Committee Director will break the tie.
   e. Submitting the final nominations to the Executive Committee for information and for submission of the ballot to the Academy within Academy timelines for electronic election.
   f. If two candidates are not nominated who otherwise meet the qualifications for office, as may be further defined by Academy materials, a single candidate slate for any of the offices may be submitted to the membership.

2. Petition Process. The option of a petition process, once approved by the Academy, for a candidate, is the right of the membership. Members must follow the Academy guidelines for petition of the addition of a person to the ballot. The Nominating Committee would receive and review the petitions to appear on the ballot.

3. General Criteria.
   a. Nominees for elected WM offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office. WM nominees who would simultaneously hold an elected or appointed position in an affiliate or district association, or an appointed position with another DPG/MIG or an Academy committee, are eligible to be considered for elected positions in WM.
   b. Individuals under contract with the Academy, such as but not limited to CDR course instructors are not eligible.
   c. Current members of the Nominating Committee are not eligible to be a candidate for an elected office in WM.
   d. Student, and associate members are not eligible to be a candidate for an elected office in WM.
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e. No person is eligible to serve more than one full term in the same elected office consecutively, except the DPG Delegate position which may serve two (2) consecutive terms.
f. Elected officers hold office until the end of the fiscal year following the election of their successors.

4. Ballots and Voting (see also Academy DPG policy O-12 DPG Elections).
a. Ballots are disseminated electronically to the voting members; voting is held during the same time frame as the national Academy election process.
b. Votes will be tallied electronically.
c. A plurality of the votes cast constitutes an election.
d. In the event of a tie vote, the election is determined by lot (i.e., by random selection).
e. The Nominating Director has the responsibility of notifying candidates of election results.
f. The results of the election will be announced in the official publication of WM.
g. The DPG Relations Manager is notified of the election results.

5. Vacancies in the positions of elected officers. If any of the following offices become vacant, the unexpired term will be filled in the following manner:
a. Chair. The Chair-Elect will succeed to the office of Chair and will serve until the end of the second fiscal year after said vacancy occurs.
b. Chair-Elect. A special election by the Executive Committee (or WM membership) will be conducted.
c. Chair and Chair-Elect. If vacancies occur simultaneously, a special election by the membership will be conducted electronically as soon as possible. In the interim, the Treasurer will serve as Chair.
d. Treasurer and Secretary. The Executive Committee will appoint a successor to fill the unexpired term or a special election may be conducted.
e. Past Chair. In the event of a vacancy of the Past Chair, that position will remain vacant until the next election.
f. HOD Delegate. In the event of a vacancy of the DPG HOD Delegate, a special election by the Executive Committee will be conducted.

6. Removal of elected officers and other officials (see Organizational policy O-10, Process for Removal of DPG Elected Officers and Other DPG Officials). Any officer or official may be removed through action initiated by the Executive Committee, if in their judgment; the best interests of WM will be served. The Executive Committee will act in accordance with Academy Bylaws (Article IV, Section 8), policies and procedures. The removal of an officer or official will be without prejudice to the contract rights, if any, of the officers so removed.
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PUBLICATIONS
The official publication, *Weight Management Matters*, of WM will be published in the number of issues determined by the EC and will be provided to all WM members electronically and/or in print.

AMENDMENTS
1. Method: The Chair-Elect, Chair or Past Chair can propose an amendment to the GP. The Chairs will work together to edit the desired changes into the document. Once a consensus is reached by the Chairs on the GP document, it will be submitted to the Academy for approval. Once approved by the Academy, the GP will be presented to the EC in the Monthly call packet and listed as an agenda item on the call. After discussion, a motion to accept the amendment will be made, seconded, discussed, voted on and accepted by simple majority of the voting members.
2. Notice. The proposed amendment(s) must be given in writing to the Academy DPG Relations Team for review and approval at least 30 days before the date which the amendment(s) is to be voted.