



POSITION DESCRIPTION: NOMINATING COMMITTEE DIRECTOR-ELECT

TERM OF OFFICE: The Nominating Committee Director-Elect serves for two (2) years; the first year as Director-Elect, and the second year as Director.

REPORTS TO: Nominating Committee Director

APPROXIMATE TIME COMMITMENT: 4-10 hours per month.

RESPONSIBILITIES:

1. Assists Nominating Committee Director develop list of potential leaders for the annual ballot consisting of:
 - a. at least one (1) candidates for the office of Chair-elect.
 - b. two (2) candidates for the office of Secretary or Treasurer in alternate years.
 - c. two (2) candidates for Nominating Committee
 - d. two (2) candidates for Delegate to the House of Delegates [every 3 years]
2. Assists the Nominating Committee Director in completing the duties of his/her position, including nominating WM members for the Academy ballot; National Awards; and Academy external awards.
3. Assists the Awards & Honors Chair in tasks related to WM Excellence Awards. Serves as voting member on Awards and Honors selection committee.
4. Responsible for collaborating with the Communications Team re: social media promotions. Submits content/call for nominations to WM newsletter, website, blast email messages, EML, etc.
5. Reviews and updates relevant website pages regularly to ensure information is current.
6. Attend Monthly Nominating Committee calls.
7. Submit monthly report to Nominating Committee Director for inclusion in DPG Monthly report

QUALIFICATIONS AND COMPETENCIES:

1. The Nominating Committee Director-Elect must be an active member of the Academy and the WM DPG. Previous experience on WM committee(s) or project(s) preferred.
2. Has extensive experience in dietetic and weight management practice and is well-networked within and outside of the DPG.
3. Demonstrated leadership skills including:
 - Excellent written and verbal communication skills
 - Demonstrated ability to facilitate effective meetings, resolve conflicts and develop consensus
 - Ability to delegate and manage multiple timelines
 - General computing skills such as email, word processing, spreadsheet, and PowerPoint