

POSITION DESCRIPTION: CHAIR-ELECT

TERM OF OFFICE: The Chair-Elect is elected by the membership to a three (3) year term succeeding to the position of Chair after one year; serves as Immediate Past Chair in the third year. The Chair-elect takes office at the beginning of the fiscal year.

REPORTS TO: Chair

OVERSEES: Professional Development, Research

APPROXIMATE TIME COMMITMENT: 10-15 hours per week

RESPONSIBILITIES:

1. Serve as a voting member of the WM Executive Committee (EC); participate in monthly EC calls.
2. Attend the WM EC Leadership Retreat and the WM EC Planning meeting prior to FNCE® and other meetings as appropriate to the DPG and as approved in the budget.
3. Implement the WM Program of Work and provide oversight to the Professional Development and Research Directors, Resources and Subunit coordinators.
4. Participate in strategic and operational planning to define future goals and program activities. Arrange regular meetings with all groups of oversight.
5. Perform the functions of the office of Chair in the absence of the Chair.
6. Plan, coordinate and submit the Spotlight Session Proposal to the Academy for the WM sponsored speaker at the Food & Nutrition Conference & Expo™ (FNCE®) that occurs during the term as Chair. May work with Research Director or other EC leaders on topic and speaker selection.
7. Plan for a member event during FNCE® with Executive Director, if funding allows. Work with Executive Director to locate a facility in FNCE® host city, coordinate contract with the Academy, determine appropriate menu, and work with EC on other possible activities held during this reception.
8. Appoint directors and/or coordinators of standing committees to serve during the Chair-elect's year as Chair. Provides appointees' names and contact information to Secretary, Volunteer Coordinator, and Executive Director.
9. Review/update the letter for the new member letter (for the year the Chair-elect will be Chair) along with the Member Services Director. (Final draft to ED to facilitate Academy review).
10. In collaboration with the Executive Director and Treasurer, plan the budget (program of work) for term as Chair.
11. Oversee preparation and approval of all independent service contracts which will be in effect during

his/her term as Chair. This is completed in collaboration with the Executive Director.

12. Plan, prepare, and direct content of the annual WM Executive Committee Leadership Retreat (length TBD). This includes meals for the EC and determining a speaker or facilitator to assist in achieving retreat goals.
13. Arrange gift for Chair with the assistance of the Executive Director. Presented at Leadership Retreat.
14. Submit monthly report of activities to EC; submit agenda items as needed for monthly EC meetings.

QUALIFICATIONS AND COMPETENCIES:

1. The Chair-elect must be an active member of the Academy, the WM DPG, and served previously on the WM Executive Committee.
2. Demonstrated leadership skills including:
 - Excellent written and verbal communication skills.
 - Demonstrated ability to facilitate effective meetings, resolve conflicts, and develop consensus.
 - Ability to delegate tasks and projects.
 - Ability to negotiate contracts with vendors and sponsors and resolve conflicts with members, the Academy, and external entities.
 - Outstanding ability to juggle numerous tasks and multiple timelines by using project management and planning skills.
 - General computing skills such as email, word processing, spreadsheet utilization, and PowerPoint presentation development.

CALENDAR: Chair-elect

June <ul style="list-style-type: none"> • Assume office • EC meeting • Begin planning FNCE® Spotlight Session 	July <ul style="list-style-type: none"> • EC meeting • Contact possible FNCE® Spotlight Session speakers 	August <ul style="list-style-type: none"> • EC meeting
September <ul style="list-style-type: none"> • Prepare for WM Business Meeting at FNCE® (responsibilities as assigned by the Chair) • EC meeting 	October <ul style="list-style-type: none"> • FNCE® –• EC meeting 	November <ul style="list-style-type: none"> • Early November: FNCE® Spotlight Session submission due • EC meeting
December <ul style="list-style-type: none"> • Submit preparation of Program of Work • Begin budget preparations • EC meeting 	January <ul style="list-style-type: none"> • EC meeting • Begin preparation for annual EC Leadership Retreat • Begins EC appointment review for Chair year 	February <ul style="list-style-type: none"> • EC conference call meeting • Submit first draft of POW to EC •
March <ul style="list-style-type: none"> • EC meeting • Work with Chair and Executive Director on preparation & approval of independent service contracts to be in effect for upcoming fiscal year. 	April <ul style="list-style-type: none"> • April 30: DPG New Officer Information due to the Academy • WM EC meeting • HOD Meeting • “From the Chair” column due to Editor • • Update new member letter and packet for upcoming fiscal year. 	May <ul style="list-style-type: none"> • May 31: deadline for expense reimbursement and acceptance of revenue for previous fiscal year • Provide files and materials to new Chair-elect • • EC meeting • All Signed independent service contracts for upcoming fiscal year due to DPG Relations