

# ***FCP Dietetic Practice Group Position Description***

## **CHAIR-ELECT**

**Term:** 1-year term as Chair-Elect, 1-year term as Chair (see separate job description), 1-year term as Past Chair (see separate job description). Term coincides with the board year of the fiscal year for Academy of Nutrition and Dietetics (June 1-May 31).

### ***Qualifications***

- Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification.
- Experience on the Executive Board or on an appointed committee position to the Executive Board within the past five (5) years.
- Demonstrated leadership qualities and intimate knowledge of the profession.
- Experienced in activities and development of leadership in the profession.
- Excellent people and project management skills.
- Professional goals parallel to those of the practice group.
- Able to represent interests of the membership in an unbiased manner.
- Available to serve in the office for three (3) consecutive years.

### ***Roles***

- Serves as a voting member of the Executive Committee.
- Performs the functions of the office of Chair in their absence.

### ***General Duties***

- Organization management
  - › Appoints the chairperson and members of all special committees to serve during the Chair-Elect's term as Chair.
  - › Prepares Program of Work, budget and activities planning for Chair-Elect's term as Chair (with assistance from the FCP Office and Treasurer).
  - › Contacts and initiates plan for a speaker for FCP's spotlight session proposal for FNCE® (with assistance of Education Chair, Subgroup Chairs, and others as needed).
  - › In conjunction with the FCP Office, plans all FNCE® events for the year presiding as Chair.
  - › Serves as the FNCE® volunteer coordinator/recruiter for the year serving as Chair-Elect.
  - › Identifies Executive Committee (EC) meeting dates (or conference calls) for Chair-Elect's term as Chair.
  - › Plans and leads transition meeting for incoming EC in June.
- Assist Chair with programs, planning and DPG strategy throughout the year.

- Maintains communications with and responds to requests of the Academy DPG Manager.
  - Perform the functions of the office of the Chair in the Chair's absence or when the Chair is unable to perform the functions.
- Performs other duties as designated by the Executive Committee.
- Maintains regular communication with the FCP Office regarding events, meetings and regular member matters.

### ***Specific Duties***

- Solicits suggestions from incoming Chair-Elect, current Chair and Nominating Chair (and/or others as needed) to fill committee positions. Considers the following in making appointments:
  - Membership status-active, retired, life.
  - Experience and leadership.
  - Active in district or state academy.
  - Amount of time available.
  - Practice area.
- In conjunction with FCP office, plans and leads transition meeting for new Executive Committee in June.
  - EC guidelines, responsibilities.
  - Parliamentary procedure.
  - FCP leadership organizational structure.
  - Voting privileges.
  - Job descriptions.
  - Program of Work.
  - Fiscal responsibility.
- Initiates work on FCP spotlight session for FNCE® the following year. If desired and once approved, Education Chair may assume responsibility for coordinating details.
- Prepares for FCP educational and social activities for FNCE® the following year.
- Performs other duties as directed by the Academy or the Executive Committee.

### ***General Schedule***

#### **June**

- Officially assume office of Chair-Elect.
- Attend Executive Committee orientation/transition meeting.

#### **July**

- Participate in monthly EC call.
- Begin work on the FNCE® Priority/Spotlight proposal.
- Assume responsibility for volunteer staffing coordination for FNCE®. (Obtain draft FNCE® volunteer schedule from the FCP Office)

### **August/September**

- Participate in monthly EC call.
- Continued planning of FCP's Spotlight Session for the following year's FNCE®.
- Receive leadership checklist/timeline from the FCP Office.

### **October**

- Attend FNCE® Executive Committee meeting.
- Attend and assist with FNCE® activities (NOTE: These events and activities are budgeted items during the Chair's year only).
- Coordinate all FCP volunteer activities including DPG Showcase booth for FNCE® (with assistance from the FCP Office).
- Begin identifying committee appointments

### **November/December**

- Participate in monthly EC call.
- Initiate development of Program of Work and budget for year as Chair – begin once documents received from Academy liaison. NOTE: The FCP office and treasurer help with this process. Program of Work and draft budget is usually due at the end of the year.
- With FCP office, begin planning for the following year's FNCE activities (this may include a site visit).
- Submit proposal to the Academy for FCP Spotlight Session for next year's FNCE®.

### **January/February**

- Finalize committee appointments.
- Finalize desired International educational trip location for year serving as chair in partnership with Education Chair and Trip Chair.
- Participate in monthly EC call.
- Finalize location and timing for June meeting.
- Continue FNCE® planning with events and activities. Assists Education Chair with spotlight session, as needed.
- Begin work with appointed International trip chair on the RFP for trip vendors.

### **March**

- Review job description and policies/procedures associated with position; revise/update as needed.
- By March 1, finalize location and timing for June meeting.
- Participate in monthly EC call.

### **April-May**

- Prepare agenda for June transition meeting.
- Prepare and update Chair-Elect's files for end of term of office. Provide files and orient incoming Chair-Elect as to duties of the office. Meet with newly elected Chair Elect to discuss roles and responsibilities.
- Complete annual report.
- Review job description and relevant policies and procedures.