

Food & Culinary Professionals DPG
EXECUTIVE BOARD POSITION DESCRIPTION

DELEGATE

Term: 3 years (may be re-elected to one additional 2nd term)

Time Commitment: The position of the Delegate requires approximately 15 to 20 days for each year's term in office.

Qualifications

- ✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification for at least three (3) consecutive years immediately preceding the term as delegate
- ✓ Member of FCP
- ✓ Previously held the position as delegate no more than one (1) term. (A delegate can serve no more than two three-year terms.)
- ✓ Experience on the FCP Executive Committee (EC) or on an appointed committee position to the FCP EC within the past five (5) years
- ✓ Willing to be held accountable for the Delegate vote and action in the Academy House of Delegates
- ✓ Able to communicate between district, state, and national associations as needed
- ✓ Working knowledge of the bylaws of the Academy and the Guiding Principles for FCP
- ✓ Able to represent all 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 EC
- ▶ Represents FCP membership at the Academy House of Delegates meetings by actively participating in the sessions, voting on motions, and acting as a resource person regarding FCP activities and policies
- ▶ Brings forward to HOD leadership team issues of interest to FCP as needed

General Duties

- Establishes and maintains two-way communications with FCP members and the EC
- Provides updates to the EC and the FCP membership on HOD mega-issues and other topics

Specific Duties

- Prepares information FCP publications (*Tastings, On The Menu*) and for the website in order to inform members regarding issues to be addressed by the House of Delegates. .
- Survey members regarding HOD mega issues and report findings to FCP membership and HOD
- Performs other duties as directed or requested by the Academy or the EC

General Schedule

- HOD – National Activities:
 - Spring HOD Meeting (virtual):
 - Review the materials for the Spring HOD meeting as available
 - Participate in the Spring HOD meeting and post-meeting activities
 - Join the HOD Community of Interest and participate in mentor/mentee activities

Delegate (1st and 2nd years)

June

- Officially assume office of Delegate
- Attend annual EC face-to-face meeting

August-October

- HOD – National Activities:
 - Fall HOD Meeting (at FNCE®):
 - Review the materials for the the Fall HOD meeting including the association updates, mega-issues summaries (backgrounders, summaries and talking-points)
 - Participate in the pre-house Community of Interest
 - Participate in Delegate-elect training opportunities in first year of term
 - Attend Academy (FNCE®) Fall House of Delegates meeting
 - Summarize information as needed for members, soliciting feedback and input on issues

October-November

- Participate in the Fall HOD post-meeting activities and vote on proposed bylaw changes/amendments as necessary (online)

March-May

- HOD – National Activities:
 - Spring HOD Meeting:
 - Review the materials for the Spring HOD meeting as available
 - Participate in the Spring HOD meeting and post-meeting activities and vote on proposed bylaws changes/amendments as necessary (online)
 - Review job description and policies/procedures associated with position; revise/update as needed
 - Submit annual report

Delegate, 3rd Year

Prepare and update Delegate's files for end of term of office. Provide files and orient incoming Delegate as to duties of the office.

June

- Attend annual EC face-to-face meeting (as scheduled)

September October

- HOD – National Activities:
 - Fall HOD Meeting:
 - Review the materials for the Fall HOD meeting including the association updates, mega-issues summaries (backgrounders, summaries and talking-points)

October November

- Participate in the Fall HOD post-meeting activities and vote on proposed bylaw changes/amendments as necessary (online)

March-May

- Review job description and policies/procedures associated with position; revise/update as needed
- Submit annual report
- Orient the incoming Delegate to the position
- Orient the incoming Delegate to the Spring HOD mega-issues and communication strategies
- HOD – National Activities:
 - Spring HOD Meeting (virtual):
 - Review the materials for the Spring HOD meeting as available; confer with Delegate (non-voting).
 - Participate in the Spring HOD meeting and post-meeting activities

Monthly calendar follows above through 3rd year incorporating transition of information to the Delegate

Quarterly activities:

- Submit articles for the newsletter and monthly e-update as necessary
- Review the Delegate information on the FCP delegate web-pages and update as necessary

Monthly Activities:

- Prepare monthly activity report prior to the monthly EC call
- Participate in monthly EC conference calls