

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

### **SECRETARY**

**Term:** 2 years; Term of office coincides with the Academy of Nutrition and Dietetics fiscal year (June 1 through May 31).

#### ***Qualifications***

- ✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification.
- ✓ Ability to record and present meeting minutes clearly and concisely.
- ✓ Available to serve in the office for two (2) consecutive years.

#### ***Roles***

- ▶ Serves as a voting member of the Executive Committee.
- ▶ Responsible for the minutes of all meetings of the Executive Committee and business meeting of FCP.

#### ***Duties***

- Responsible for ensuring that the minutes of meetings of the Executive Committee and the minutes of the FCP membership meeting(s) are recorded, reviewed, and filed with FCP office within 1 week of the EC meeting. First draft minutes are sent to the FCP Office for review and then to the Chair and to the DPG Manager for review.
- Assures that the FCP Office maintains official documents of FCP including Guiding Principles, job descriptions, strategic plan, core competencies and policies and procedures.
- Performs other duties as requested by the Academy or Executive Committee.

## ***General Schedule***

### **June**

- Officially assume office of Secretary.
- Begin responsibility for recording minutes from each Executive Committee meeting/call. NOTE: If the secretary is new, the FCP Office can take minutes for the June orientation meeting.

### **July/August:**

- Participate/record minutes from Executive Committee calls

### **September/October**

- Participate/record minutes from Executive Committee calls
- Assist with FNCE<sup>®</sup> events, as requested
- Attend FNCE<sup>®</sup> Executive Committee meeting, if able

### **November/December/January**

- Participate/record minutes from Executive Committee calls

### **February**

- Participate/record minutes from Executive Committee calls

### **March**

- Review job description and policies/procedures associated with position; revise/update as needed.
- Participate/record minutes from Executive Committee calls
- Prepare for the year's conclusion
- Complete annual report

### **April-May**

- Prepare and update Secretary's files for end of term of office. Provide files and orient incoming Secretary to duties of the office.
- Review/update job description
- Review relevant policies and procedures