

Management in Food & Nutrition Systems DPG Position Description

NOMINATING COMMITTEE CHAIR and CHAIR ELECT

Term: 2 years (first year as chair-elect, second year as chair)

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

Background

- Nominating Committee consists of two members (Chair and Chair Elect).
- The MFNS Immediate Past-Chair also serves on the Nominating Committee in an advisory role/non-voting role (ad hoc) and as a liaison between the Committee and the MFNS Past Chair Council, an invaluable source of feedback for the Committee.

Qualifications

- Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification.
- Preferably a member of MFNS for four (4) years.
- Knowledge of the leadership experience and skills of the membership who are eligible to hold office. (Applies to the Nominating Committee).
- Available to serve in the office for two (2) years.
- DPG/MIG nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office.

Roles of the Nominating Committee

- The Chair serves as a voting member of the Executive Committee (EC). The chair-elect is a non-voting member of the EC.
- Coordinates nominating committee activities and meetings.
- Submits the nominations, according to Guiding Principles and Academy guidance, to the Academy for review.
- Coordinates release of the ballot petition to the MFNS membership.
- Works with EC to determine MFNS nominations for the Academy's national ballot
- Submits the MFNS nominations for the Academy's national ballot, according to the bylaws

General Duties of the Nominating Committee

- Solicits candidates via communication with the MFNS membership.
- Prepares an official ballot annually.
- Consults with the EC and others including the Past Chair Council to identify potential candidates.

Specific Duties

- Determines which offices are open and designates:
 - ✓ Annually, a minimum of one (1) and maximum of two (2) candidates for the office of Chair-elect, whenever possible this should be a contested position with 2 candidates.
 - ✓ Annually, a minimum of two (2) candidates for the Nominating Chair Elect, in alternate years, a minimum of one (1) and maximum of two (2) candidates for the Offices of Secretary and Treasurer. Prepares a candidate list that specifies for which office(s) each candidate is being considered. Every three (3) years, a minimum of one (1) and maximum of two (2) candidates for the Delegate position.
- Develops communications to solicit candidates from the MFNS membership.
- Work with the Academy and the nominating process to assure that all deadlines are met for submission of information.
- Work with the MFNS Office to send out the ballot petition (usually in late November or early December).
- Work with the Communications Team to assure that publicity for both Academy and MFNS elections is developed and that voting is promoted.
- Notifies all candidates of the election results.
- Election results from the Academy are forwarded to the MFNS Office for archiving.
- Notify the EC of the election results (once candidates are notified)
- Assure that communication to members regarding election results is completed.

General Schedule

June

- Newly elected members officially assume office.
- Chair attends EC meeting.

July

- Chair participates in monthly EC conference call.

August/September/October

- Committee works with EC to determine MFNS nominees for Academy's national ballot.
- Chair submits MFNS nominees for Academy's national ballot. The nominations are due to the Academy by an established date (may vary based on position) in August, September and/or October.
- Committee meets via conference call to determine which offices are open and develops communications and a call for candidates.
- Chair drafts a Calling for Candidates message to members (for electronic distribution and inclusion in e-newsletter and via all social media channels).
- Committee members ask candidates to run for office and solicit additional information, as needed, to develop the most qualified candidate list by position.
- Committee members participate in monthly conference calls, or more frequently as needed, to continue work on nominating slate.

November (or October)

- Committee members confirm candidate nomination.
- Names and other Academy-requested information is forwarded to the DPG manager (or entered into online Academy system).
- Chair confirms ballot with Academy manager.
- Chair participates in monthly EC conference call.
- Chair presents final slate on monthly EC call as a FYI (the EC does not vote/approve the slate).

December

- Chair works with MFNS Office to send out the Ballot Petition e-blast to members, alerting them of the opportunity to petition to add candidates to the ballot (applies only if a contested ballot)

January

- Chair participates in monthly EC conference call.
- Chair works with the Academy (if needed) to assure that candidates have submitted all necessary information.
- The Nominating Committee should review and update all volunteer leader information, including the master list of those asked to run and responses. Forward the completed list to the MFNS Office for archiving and to the Nominating Committee Chair-Elect for use the next year.

February-March

- Chair participates in monthly EC call
- Chair sends out "Get Out the Vote" messages to membership for both DPG and national Academy elections. Messages sent through MFNS e-blasts must be pre-approved by the Academy DPG Manager.
- Notify all candidates of the election results.

April-May

- Chair reviews job description and polices/procedures associated with position; revises/updates as needed.
- Chair completes annual report and updates Nominating Committee Chair's files for end of term of office. Provide files, including updated list of potential members to consider for ballot positions and orient incoming Nominating Committee Chair as to duties of the office.
- Chair participates in monthly EC call
- Chair transitions information to the incoming Chair.

Refer to Academy's Time of Elections for specific deadlines for elections.