Management in Food & Nutrition Systems DPG
Position Description

CHAIR ELECT

Term: 1 year

Time Commitment: The position of the Chair Elect 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.
- 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 on the Executive Committee for three (3) consecutive years.
- DPG/MIG nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office.

Roles
- Serves as a voting member of the Executive Committee.
- Performs the functions of the office of Chair in their absence.
- Support EC members as needed

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 MFNS Executive Director and Treasurer).
  - Contacts and initiates plans for a speaker for MFNS’ spotlight session proposal for FNCE® (with assistance of Education Chair, Subgroup Chairs, and others as needed).
  - In conjunction with the MFNS Executive Director, 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. (date/schedule TBD and dependent on budget)

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 MFNS Office regarding events, meetings and regular member matters.
- Support education, membership, and chair to maintain and enhance case studies
- Participate in newsletter/quarterly communications

**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 MFNS Executive Director, plans and leads transition meeting for new Executive Committee. (date TBD and dependent on budget)
  - EC guidelines, responsibilities.
  - Parliamentary procedure.
  - MFNS leadership organizational structure.
  - Voting privileges.
  - Job descriptions.
  - Program of Work.
  - Fiscal responsibility.
  - Strategic plan and program of work.
- Leads work on MFNS spotlight session for FNCE® the following year.
- Prepares for MFNS educational and social activities for FNCE® the following year.
- Performs other duties as directed by the Academy or the Executive Committee.
- Work with MFNS Executive Director, Treasurer and Chair to identify education and revenue opportunities.
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 MFNS Executive Director)

August/September
- Participate in monthly EC call.
- Continued planning of MFNS’s Spotlight Session for the following year’s FNCE®.
- Receive leadership checklist/timeline from the MFNS 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 MFNS volunteer activities Including DPG Showcase booth for FNCE® (with assistance from the MFNS Executive Director).
- 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 MFNS Executive Director and treasurer help with this process. Program of Work and draft budget are usually due by the 3rd week in January – check the Academy calendar for dates. Note: This may be pushed to a January start and an April finish, pending the Academy.
- With MFNS Executive Director, begin planning for the following year’s FNCE® activities (this may include a site visit, depending on extend of activities).
- Submit proposal to the Academy for MFNS Spotlight Session for next year’s FNCE®.
- Determine location for June EC meeting (if budgeted).

January/February
- Finalize committee appointments.
- Participate in monthly EC call.
- Finalize location and timing for June meeting.
March
- Review job description and policies/procedures associated with position; revise/update as needed.
- 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.
- Confirm EC members coordinate a call with onboarding positions prior to June 1\textsuperscript{st} call
- Complete annual report submission.
- Participate in monthly EC call.
- Welcome letters to new EC members

Maybe supports of review of case studies for toolkit with education chair?