

Management in Food & Nutrition Systems DPG Position Description

**Note:
to the
position**

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.

**Refer also
Academy's
Delegate
description.**

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 MFNS for a minimum of three (3) years
- ✓ Previously held the position as delegate no more than one (1) term. (A delegate can serve no more than two-three year terms.)
- ✓ Experience in an elected or appointed MFNS Executive Committee (EC) position 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, DPG/MIG, and national associations as needed
- ✓ Working knowledge of the bylaws of the Academy and the Guiding Principles for MFNS
- ✓ Able to represent all interests of the membership in an unbiased manner
- ✓ Available to serve in the office 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 EC
- ▶ Represents MFNS membership at the Academy House of Delegates meetings by actively participating in the sessions, voting on motions, and acting as a resource person regarding MFNS activities and policies

General Duties

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

Specific Duties

- Prepares information MFNS publications (*Market-Link*, eblasts) and for the website in order to inform members regarding issues to be addressed by the House of Delegates.
- Survey members regarding HOD issues and report findings to MFNS membership and HOD
- Performs regular responsibilities (timely submission of monthly activity reports)
- Performs other duties as directed or requested by the Academy or the EC

General Schedule

- HOD – National Activities:
 - HOD Meetings (may be virtual or in-person):

- Review the materials for the Spring HOD meeting as available
- Participate in all 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 meeting (see calendar for actual dates – this may be earlier)

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 meeting (see schedule for actual dates)

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 position 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 MFNS 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

CORE FUNCTION: Governance

SUBJECT: Delegate Position Descriptions

Effective Date:7/2020

Revision Date:11/2021

Review Date: 11/2022

The House of Delegates is comprised of several different types of delegates (Affiliate, Dietetic Practice Groups, Members Interest Groups, At-Large) who all have similar basic responsibilities. Terms and selection process vary by delegate type as noted below. Procedures for electing and filling vacancies for Affiliate Delegates and Chair of Delegates will be determined by each Affiliate. This is a good policy for delegates to use with their board and executive committees when reviewing and updating position descriptions.

3 Year Term
<p><i>Specific to Dietetic Practice Group Delegates</i></p> <ul style="list-style-type: none">• Elected by Dietetic Practice Group membership• Serves as a member of, or is represented on, the governing executive committee of the DPG• Serves as a technical expert in a particular area of practice, education, or research for other delegates• Identifies and proposes to the HOD initiatives in dietetics research, education, and practice

Qualifications

- Demonstrated leadership in the profession and membership in the Academy
- Demonstrated ability to network and communicate respectfully and effectively with one's peers and colleagues
- Demonstrated participation and engagement in Academy activities and functions (i.e. Affiliate Board, DPG/MIG Executive Committee, etc.)
- Demonstrated ability to represent members' issues and act as a “representative of”

Requirements and Time Commitment

Regular, continued engagement in all HOD and/or Affiliate/DPG/MIG activities, including full attendance at HOD at all HOD meetings, Task Forces and PODS discussions, and other duties as requested by the House Leadership Team (HLT). Expect more time prior to and after all HOD meetings (10+ hours per week) and with participation in Subject Matter Expert Task Forces and Subcommittees (5+ hours per week).

- Attend, prepare, and be actively engaged in discussion at all HOD Meetings
- Read and respond to Speaker Messages and calls to action
- Communicate via the HOD Communications Platform (COI)
- Participate in discussions with the HOD PODS (Power of Delegate Support) Program
- Communicate with Affiliate/DPG/MIG leadership
- Facilitate a two-way dialogue with members of the HOD and HLT
- Assist in orientation and transfer of information to new delegates to ensure continuity.

Recommended Skill Set

- Ability to engage a constituent group in a two-way dialogue and reflect the issues of the group represented
- Communicate effectively in soliciting input and feedback
- Manage personal and professional time to be present and active for all meetings and discussions
- Ability to identify and address Critical Issues
- Ability to effectively use technology for HOD work. This is not limited to a computer for work related to the HOD, basic familiarity Office products, Survey Monkey, etc. Comfort in using Academy website, HOD Communications Platform, and using virtual meeting platforms.

Functions

- Serves as a member of the House of Delegates
- Fulfills Core Functions with Delegate Roles and Responsibilities
- Engages in at least one Task Force and/or Subcommittee per Term of Service
- Performs functions, as needed, to assist in facilitating the work of the HOD

- Performs other duties as may be assigned by the Speaker
- Identifies leaders within their constituency
- Encourages and promotes IDEA (inclusivity, diversity, equity and access).

Term of Service

- Elected delegates serve a three-year term and may be elected to a 2nd three-year term for a total of 6 consecutive years. After serving two consecutive three-year terms, 1 year away from the HOD is required before running for an Affiliate, DPG, MIG or At-Large Delegate position. Delegates appointed to complete a vacant term may still run for and serve two consecutive full terms.
- At-Large appointed delegates serve a one-year term, unless otherwise indicated by the organizational unit.