

## Student Representative DBC Executive Committee

### **Position Overview:**

Coordinate efforts that encourage a diverse and active student membership. Work with the Executive Committee (EC) to determine the needs of student members and how best to communicate with students. Attract student members to DBC DPG and promote involvement of all DBC student members via volunteer activities. Coordinate communication among DBC student volunteers, Student Council, DBC Executive Director and the EC.

### **General Info:**

- Serves as a non-voting member of the Executive Committee.
- Responsible for coordinating/facilitating activities listed in the position description.
- Performs other duties as specified in the current position description or as designated by the Executive Committee.

### **Functions (Position Description):**

- Serves as a non-voting member of the Executive Committee; appointed by the current Chair for a period of one-year
  - a. Option to be reappointed by incoming Chair
- Participates in monthly 1-hour conference calls of the Executive Committee
- Serves as a liaison between student members and the Executive Committee.
- Helps to form and lead a Student Committee (made up of 2-3 student members)
  - a. Encourages DBC student members to join a Student Committee and conduct committee business, as needed.
- Works with Executive Director to manage the Student Member page on the DBC website.
- Writes, or recruits a member of the Student Committee to write, at least one article or column for the quarterly newsletter, *Dimensions*. The article/column topics will align with the quarterly newsletter theme. Assistance in planning available from the Communications Team.
- Performs other duties as designated by the Executive Committee or as deemed of importance by the Student Committee.
- Works with the Executive Director and Academy DPG Manager to review materials submitted for publication online (e.g. website, e-blast, social media) or in the newsletter.
- Serves on the Selection Committee for the in-coming Student Committee Chair.

**Additional Information/Expectations:**

- The DBC Chair-Elect or Past-Chair will serve as the Student Committee Chair's mentor on the Executive Committee
- Student Committee Chair will have access to the DBC conference call line for conducting committee business.
- DBC may provide some funding for the Student Committee Chair to attend the Food & Nutrition Conference & Expo™ (FNCE®) – subject to budget availability. Funding includes travel, lodging (roommate required), and per diem allowance in accordance with Academy's expense reimbursement guidelines. During the conference, the Student Committee Chair is expected to attend and participate in the DBC Executive Committee meetings and DBC Member Networking Event and DPG Showcase. If the Student Committee Chair is unable to attend FNCE®, the DBC Chair may appoint another member of the Student Committee to attend and represent the committee.

**Method of Selection:**

- DBC members will be informed of application period via e-blast, social media, and the DBC DPG webpage.
- The application period opens March 1 and closes April 15 annually.
- Application link: <https://www.surveymonkey.com/r/DBCStudentECMember>
- The application process will include two (2) professional references.
- Applications and rating system process is reviewed and updated, as needed, by the Chair-Elect in consultation with the Executive Committee, and is distributed to a 3-member Executive Committee workgroup during May.
- Applications and résumés will be reviewed by the 3-member Executive Committee workgroup. The deadline for finalizing Executive Committee workgroup ratings is May 10.
- May 10-25: Chair-Elect completes phone interviews of top 3 candidates to select the Student EC member for the upcoming year
- No later than May 31: Chair-Elect notifies all applicants regarding the outcome of the selection process.