

Dietitians in Business & Communications (DPG-32) Job Description

TITLE: NOMINATING CHAIR/NOMINATING COMMITTEE

TERM: 2 years

Each member elected to the Nominating Committee serves 2 years. Nominating Chair is the individual who receives the most number of votes. This individual then becomes a voting member of the DBC Executive Committee. Serves as the Chair-Elect in the first year and Chair in the second year.

PURPOSE: Manages the Nominating and Election process of DBC. Prepares an official ballot with the Nominating Committee member. The Nominating Committee serves for 2 years – there are four (4) committee members. The DBC Past-Chair DBC serves as the ex officio member

REPORTS TO: DBC Past Chair (the Past Chair serves as an ad hoc member of this committee)

COMMUNICATES WITH: DBC Nominating Committee members & DBC Past Chair.

REPORT FREQUENCY: Monthly and Annual Report.

RESPONSIBILITIES

Chair

1. Attend DBC Executive Committee meetings at Academy's FNCE[®] and in the spring as determined by the DBC Chair.
2. Participate in monthly, or as needed, DBC Executive Committee conference calls.
3. Follow-up with candidates who did not win the election to determine their interest in serving on a DBC committee or running on the DBC ballot next year. Anyone interested in serving on a DBC committee should be referred to the current DBC Chair and Chair-elect for possible appointment.
4. Present ballot to the DBC Executive Committee for information purposes.
5. Submit ballot to the Academy of Nutrition and Dietetics (Academy) for candidate check.
6. Make sure that the ballot is sent in a timely manner so that it is completed in accordance DBC's Guiding Principles and Academy requirements
7. Communicate election results to all candidates.
8. Forward original election results to the DBC Office for archiving.
9. Report election results to the DBC Executive Committee.
10. Prepare files to send to new Nominating Committee Chair.
11. Support the goals of DBC and the work of the DBC Executive Committee.
12. Keep records of personal expenses incurred in the performance of responsibilities and submit expense reports to DBC Office in accordance with DBC and Academy fiscal policy and procedure.
13. Perform other duties as requested by the DBC Executive Committee and/or the DBC Board.

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Committee

Note: Specific instructions will be received from the Academy of Nutrition and Dietetics regarding the election process and timeline.

1. Determine the offices that need to be filled by ballot, which will change annually
2. Solicit possible names of qualified nominees from the DBC Executive Committee and membership through various networks, including social media
 - a. Submit notices to DBC newsletter, the webmaster, communications team (for social media posts) and e-news to solicit names of DBC members interested in running for DBC Executive Committee positions.
3. Follow-up with nominated candidates and submissions to review qualifications and interest.
4. Request biographical information from candidates, per Academy of Nutrition and Dietetics instructions.
5. Finalize ballot. The goal is a contested slate (2 candidates per position, 4 total candidates for nominating).
6. Facilitate elections communication to encourage voting.
7. Notify all candidates of the election results (once received from the Academy).
 - a. Once all candidates are notified, share election results with the EC and also with the DBC Office.
 - b. Facilitate communication of election results with the Communications Team.
8. Forward the Academy voting information to the DBC Office for archiving. (The voting detailed information is not shared with the EC or with members).
9. As needed, work with DBC Chair-Elect on filling committee chair positions, as needed.
10. Complete work in accordance with Academy of Nutrition and Dietetics guidelines.
11. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the DBC Office in accordance with fiscal policy and procedure.
12. Submit an annual report, per instructions.
13. Complete other duties as requested by the DBC Executive Committee and/or the DBC Board.