

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

TITLE: CHAIR ELECT

TERM: One Year; elected annually; Voting member of the Executive Committee.

PURPOSE: To Support the Chair in the overall leadership and management of the practice group; to become familiar with all aspects of DBC and ADA in order to transition smoothly to the role of Chair in the next year.

REPORTS TO: Chair

REPORT FREQUENCY: Monthly and Annual Report

RESPONSIBILITIES:

ADA

1. In the absence of the Chair, represent DBC at official ADA and ADA affiliated meetings and conferences.
2. Attend the ADA's FNCE and the ADA Training Opportunities.

DBC

1. Perform the responsibilities of the Chair in the absence of the Chair.
2. Perform duties requested by the Chair.
3. Become familiar with all duties of the Chair.
4. Become familiar with all duties of each committee chair and the activities of all committees.
5. Attend DBC Executive Committee meetings at ADA's FNCE and in the spring as determined by the Chair. Participate in monthly, or as needed, Executive Committee conference calls.
6. Assist the Nominating Committee with candidates for elections and awards.
7. In conjunction with an established ad hoc committee, plan and submit the Spotlight Session proposal for FNCE.
8. Develop and execute the plan for external funding to support the budget for the subsequent year.
9. Assist in the implementation of DBC's Strategic Plan ensuring continuation of goals and further goal attainment.
10. In conjunction with the DBC Office, develop a fiscal budget and program of work with the Treasurer for subsequent year as Chair.
11. Appoint chair of committees (except Nominating) to serve during subsequent year as Chair.
12. Schedule, plan and organize a spring transition meeting of the Executive Committee to assume Chair responsibilities. Provide members with appropriate DBC/ADA documents to fulfill their responsibilities. Coordinate planning and logistics with the DBC Office.
13. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with fiscal policy and procedure.
14. Maintain files and send pertinent materials to incoming Chair Elect.
15. Review recommendations from the Marketing and Communication Chairs for change in content of the New Member letter for the next year.
16. Complete other duties as requested.