

DIETETIC PRACTICE GROUP DELEGATE (DPG-D)

Term: 3 years with eligibility for a second consecutive 3-year term

Time Commitment: Requires a time commitment of approximately a minimum of ten (10) days each year for meetings and travel. Time is required for conference calls, correspondence, planning, writing reports, etc. Employer support in advance is encouraged.

Qualifications

- ✓ ADA and DBC member in the Active classification.
- ✓ Demonstrated ability to network and communicate with one's peers and colleagues.
- ✓ Demonstrated leadership in an area of practice and professional issues of the Association.
- ✓ Demonstrated ability to represent members' issues.
- ✓ Expertise in practice area.
- ✓ Has served as a member of the DBC Executive Committee within the past five (5) years.
- ✓ Demonstrated knowledge of DBC's strategic plan and Guiding Principles

Recommended Skill Sets

Leadership

- Demonstrated leadership in area of practice that the delegate represents
- Demonstrates ability to build consensus when varying views exist
- Demonstrates organizational and management skills
- Embraces and manages change to advance the Association
- Empowers others
- Prioritizes issues consistent with ADA's strategic plan
- Is results-oriented
- Understands general principles of not-for profit fiscal management

Personal

- Fosters an atmosphere of creativity, collaboration, and inclusivity
- Maintains objectivity
- Is organized
- Positively promotes the Association and the profession
- Thinks strategically
- Dedicated and committed to ADA's and DBC's missions and visions
- Demonstrates integrity
- Expertise in practice area

Interpersonal

- Exhibits strong networking and relationship building skills
- Operates as a team player
- Demonstrates strong and effective communication skills
- Respects diversity and promotes inclusiveness
- Motivates others

Roles

- ▶ Serves as a voting member of the Executive Committee (EC)
- ▶ Serves as the official DBC liaison to the HOD, representing and advocating for the needs and issues of DBC members.
- ▶ Serves as the official DBC liaison to the ADA Policy Initiatives and Advocacy Group and advocates for the needs and issues of DBC members.

General Duties

- Serves as a voting member of the HOD.
- Keeps DBC EC and members abreast of HOD developments of interest to the DPG.
- Solicits input from EC and members
- Networks and reflects the issues of the area of practice represented.

Specific Duties

- Performs functions as needed to assist in facilitating the work of the HOD.
- Participates in HOD meetings and formal electronic dialogues.
- Participates in electronic dialogues, deliberations and voting in the HOD Community of Interest.
- Recommends agenda items for HOD meetings.
- Participates in discussions, makes and votes on motions.
- Contributes to and participates in achieving goals for HOD and HOD committees.
- Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns and interests of members.
- Maintains communication with HOD Leadership Team and responds to requests from Speaker and House committees.
- Monitors the ADA budget and addresses issues via HOD representatives on Finance & Audit Committee.
- Accepts appointments for HOD committees, subcommittees, task forces, and tactical workgroups and completes assigned tasks.
- Contributes to reports on activities.
- Monitors the functions of the HOD to ensure compliance with the Bylaws and policy and procedures.
- Participates in HOD activities to identify and prioritize trends in the profession.
- Assists in orientation of and transfer of information to new delegates to ensure continuity.
- Serves as a technical expert on area of practice represented.
- Identify and propose to the HOD initiatives in area of practice represented.
- Maintains communication with DBC members through mechanisms developed by HOD and DBC; may include attendance at meetings or on conference calls; writing articles; soliciting input; facilitating group discussions at established times, such as ADA FNCE, affiliate and DPG meetings or designated teleconferences.
- Provides updates and information related to HOD to the DBC Executive Committee (monthly) and to members (via the website, newsletter and e-newsletter).
- Performs other duties as directed or requested by the ADA or the DBC Executive Committee.