

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

TITLE: NOMINATING CHAIR

TERM: 1 year; elected every year; Chair is the individual who receives the most number of votes; Voting member of the Executive Committee.

PURPOSE: Manage the Nominating and Election process of DBC. Prepare an official ballot with the nominating committee members. (Past chair and one other elected member.)

REPORTS TO: Chair

COMMUNICATES WITH: Nominating Co-Chair & Past Chair

REPORT FREQUENCY: Monthly and Annual Report.

RESPONSIBILITIES

Chair

1. Attend DBC Executive Committee meetings at ADA's FNCE and in the spring as determined by the Chair.
2. Participate in monthly, or as needed, Executive Committee conference calls.
3. Obtain member list.
4. Follow-up with candidates who did not win the election to determine their interest in serving on a DPG/MIG committee or running on the ballot next year. Anyone interested in serving on a committee should be referred to the current chair and chair-elect for possible appointment.
5. Present ballot to the Executive Committee and Board for information purposes.
6. Make sure that ballot is sent in a timely manner so that completed in accordance DBC's Guiding Principles.
7. Assure that election results have been communicated to the Secretary who will notify candidates of the outcome of the election.
8. Report election results and percentage of returns to the Executive Committee.
9. Prepare files to send to new committee chair.
10. Support the goals of DBC and the work of the Executive Committee.
11. Keeps records of personal expenses incurred in the performance of responsibilities and submit expense reports to Treasurer in accordance with fiscal policy and procedure.
12. Other duties as requested.

Committee

1. Determine the offices that need to be filled by ballot.
2. Submit notices to DBC newsletter, the webmaster and e-news to solicit names of DBC members interested in running for board positions.
3. Solicit possible names of qualified nominees from the board and membership.
4. Prepare a prospective list of applicants for each office.
5. Phone prospective members to ask if they will serve.

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6. Request biographical information from candidates, which is returned to DBC Administrative Assistant for preparation of the ballot. Proof ballot prior to mailing.
7. Coordinate with the chair the Teller Committee for counting the votes.
8. Coordinate ballots sent to the Teller Committee for counting.
9. Work with Chair-Elect on filling committee chair positions, as needed.
10. 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.
11. Complete other duties as requested.

Adopted 5/3/04