

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

TITLE: SECRETARY

TERM: Two Years; Voting member of the Executive Committee.

PURPOSE: Maintain official records of all proceedings of DBC.

REPORTS TO: Chair

COMMUNICATE WITH: Chair, Membership Chair, ADA DPG/MIG/Affiliate Manager, and DBC Office

REPORT FREQUENCY: Minutes of each meeting/conference call

RESPONSIBILITIES:

1. Responsible for writing the minutes of meetings of the Executive Committee.
2. Responsible for ensuring that the minutes of meetings of the Executive Committee and of the DBC membership meeting(s) are recorded, reviewed, and filed at the headquarters' office. See procedure below for specific information to be included in the minutes.
3. Attend DBC Executive Committee meetings at ADA's FNCE and in the spring as determined by the Chair.
4. Participate in monthly, or as needed, Executive Committee conference calls.
5. Notify each candidate for office of the election results. Notify Executive Committee of election results after candidates notified.
6. Working with the DBC Office, maintain official documents of DBC including Guiding Principles.
7. Support the goals of DBC and the work of the Executive Committee.
8. Keep records of personal expenses incurred in the performance of responsibilities and process expense reports in accordance with fiscal policy and procedure.
9. Complete other duties as requested.

PROCEDURES:

- The Secretary of DPG or designee prepares minutes for all meetings and teleconferences. If the Secretary is unable to take the minutes for a meeting or teleconference, secure and submit to the Chair for approval, the name of a volunteer to take the minutes (or ask the DBC Office to take minutes). The Minute Review Committee (Chair, ADA DPG/MIG/Affiliate Manager and DBC Office) should review the first draft of the minutes. It is recommended that the first draft of the minutes be emailed within 5 business days first to the DBC Office.
- The first draft is then corrected and distributed to the Executive Committee for review and approval at the next scheduled meeting or teleconference.
- The final minutes will be approved as written or corrected by the Executive Committee. A final copy of the minutes should be distributed to the Executive Committee and ADA Practice Team designee.

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ORGANIZATION OF MINUTES:

1. Indicate the place, date, and time of the meeting.
2. State the name and position within the DPG of the person presiding over the meeting.
3. State the complete names of all voting and non-voting committee members present and absent (names used in the minutes following the complete list should be abbreviated with the first letter of the first name, then full last name, i.e.; J. Smith) and all attendees.
4. State whether the meeting or teleconference is a regular or special one.
5. State whether a quorum was present for all teleconferences and meetings (business, etc.) as defined in the DPG Governing Documents.
6. Approval of the previous meeting minutes as submitted or as amended should be reflected in the minutes.
7. Set forth each motion, the persons who made and seconded it, and the action taken. It is appropriate to include the written rationale related to the motion and the major discussion points that directly affected the outcome.
8. Succinctly record other matters, such as acceptance of reports, progress on actions taken at previous meetings, and appointments to positions.
9. Draft minutes (labeled) should be initially reviewed by the Minutes Review Committee. Review comments are then returned to the Secretary.
10. Final minutes (labeled) should be distributed to all DPG Executive Committee members, including any DPG Executive Committee members who were absent.
11. Final minutes should be sent to ATTN: ADA Practice Team Liaison, at the ADA National Headquarters and will be retained in the Association files.