

Dietitians in Business & Communications DPG
EXECUTIVE COMMITTEE POSITION DESCRIPTION

DELEGATE

Term: 3 years (with eligibility to run for a 2nd term)

Time Commitment: The position of the Delegate requires approximately 2-4 hours per month, dependent on Academy communications, DBC's program of work and strategic plan.

Qualifications

- ✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification for at least three (3) consecutive years immediately preceding the term as delegate
- ✓ Member of DBC.
- ✓ Previously held the position as delegate no more than one (1) time. (A delegate can serve no more than two (three year) terms.)
- ✓ Experience on the Executive Committee (EC) or on an appointed committee position to the EC within the past five (5) years.
- ✓ Willing to be held accountable for the Delegate vote and action in the Academy House of Delegates.
- ✓ Able to communicate between district, state, and national associations.
- ✓ Have a working knowledge of the bylaws of the Academy and the Guiding Principles for DBC.
- ✓ Able to represent all interests of the membership in an unbiased manner.
- ✓ Available to serve in the office for three (3) consecutive years.

Roles

- ▶ Serves as a voting member of the DBC Executive Committee.
- ▶ Represents membership at the Academy House of Delegates meetings by actively participating in the sessions, voting on motions, and acting as a resource person regarding DBC activities and policies.

General Duties

- Establishes and maintains two-way communications with DBC members and the EC.
- Provides updates to the EC and the DBC membership on HOD mega-issues and other topics.

Specific Duties

- Prepares information for DBC communications channels to inform members regarding issues to be addressed by the House of Delegates.
 - *Evaluate and communicate how HOD mega-issues and other topics affect DBC members.*
- Prepares articles and information for the DBC website as necessary.
- Performs other duties as directed or requested by the Academy or the EC

General Schedule

- HOD – National Activities:
 - Spring HOD Meeting:
 - Review the materials for the Spring HOD meeting as available.
 - Participate in the Spring HOD meeting and post-meeting activities.
 - Join the HOD Community of Interest as a Delegate-elect
 - Fall HOD Meeting:
 - Review the materials for the Fall HOD meeting including the association updates, mega-issues summaries (backgrounders, summaries and talking points).
 - Participate in the pre-house COI discussions.
 - Participate in Delegate-elect training opportunities.
 - Attend Academy (FNCE®) Fall House of Delegates meeting
 - Summarize information as needed for members, soliciting feedback and input on issues.

- Prepare and update Delegate's files for end of term of office. Provide files and orient incoming Delegate as to duties of the office.

Quarterly activities:

- Submit articles for the newsletter (as scheduled) and monthly e-update as needed.
- Review the Delegate information on the DBC webpage and update as necessary.

Monthly Activities:

- Prepare monthly activity report prior to the monthly EC call
- Participate in monthly EC conference calls.

Delegate (1st and 2nd years)

June

- Officially assume office of Delegate
- Attend annual EC face-to-face meeting (as scheduled/budgeted).
 - *Consider volunteering to serve as table facilitator for 2nd and 3rd year spring and fall HOD meetings*
 - *Review opportunities to explore and place mega issues pertinent to DBC membership, which also impact general membership.*

August-October

- HOD – National Activities:
 - Fall HOD Meeting:
 - Review the materials for the Fall HOD meeting including the association updates, mega-issues summaries (backgrounders, summaries and talking-points).
 - Participate in the pre-house COI discussions.
 - Participate in Delegate-elect training opportunities.
 - Attend Academy (FNCE®) Fall House of Delegates meeting
 - Summarize information as needed for members, soliciting feedback and input on issues.

October-November

- Participate in the Fall HOD post-meeting activities.

March-May

- HOD – National Activities:
 - Spring HOD Meeting:
 - Review the materials for the Spring HOD meeting as available.
 - Participate in the Spring HOD meeting and post-meeting activities.
- Review job description and policies/procedures associated with position; revise/update as needed.
- Submit annual report

Delegate, 3rd Year

June

- Attend annual EC face-to-face meeting.
 - *Consider volunteering to serve as table facilitator for 2nd and 3rd year spring and fall HOD meetings*
 - *Review opportunities to explore and place mega issues pertinent to DBC membership, which also impact general membership.*

September-October

- Communicate with the EC and DBC members on the Fall HOD Meeting.
- HOD – National Activities:
 - Fall HOD Meeting:
 - Review the materials for the Fall HOD meeting including the association updates, mega-issues summaries (backgrounders, summaries and talking-points).
 - Participate in the pre-house COI discussions.
 - Attend Academy (FNCE®) Fall House of Delegates meeting

October-November

- Participate in the Fall HOD post-meeting activities.

March-May

- Review job description and policies/procedures associated with position; revise/update as needed.
- Submit annual report
- Orient the incoming Delegate to the position
- Orient the incoming Delegate to the Spring HOD mega-issues and communication strategies.
- HOD – National Activities:
 - Spring HOD Meeting:
 - Review the materials for the Spring HOD meeting as available; confer with Delegate (non-voting).
 - Participate in the Spring HOD meeting and post-meeting activities

Monthly calendar follows above through 3rd year incorporating transition of information to the Delegate.