

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

### **TITLE: CHAIR ELECT**

**TERM:** One Year; elected annually. Three-year total term (chair-elect, chair, past chair)  
Voting member of the Executive Committee.

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

**REPORTS TO:** Chair

**REPORT FREQUENCY:** Monthly and Annual Report

### **RESPONSIBILITIES:**

#### **Academy of Nutrition and Dietetics**

1. In the absence of the Chair, represent DBC at official Academy meetings and conferences.
2. Attend the Academy's FNCE® and the Academy DPG 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.
  - a. Complete all planning and preparation for the following year, including preparation list (with deadlines) as provided by the DBC Executive Director and DPG Manager.
4. Become familiar with all duties of each committee chair and the activities of all committees.
5. Attend DBC Executive Committee meetings at Academy's FNCE® and in the spring as determined by the Chair (and as budget allows and meetings scheduled). Participate in monthly, or as needed, Executive Committee conference calls.
6. Provide suggested candidate names to the Nominating Committee for elections.
7. In conjunction with an established ad hoc committee, plan and submit the Spotlight Session proposal for FNCE®.
8. Coordinate/manage requests for assistance from the Academy, including but not limited to Position Paper requests.
9. In conjunction with the Executive Committee (and specifically the sponsor chair), develop and execute the plan for external funding to support the budget for the subsequent year.
10. In conjunction with the Executive Committee, assist in the implementation of DBC's Strategic Plan, ensuring continuation of goals and further goal attainment.
11. In conjunction with the DBC Office and Treasurer, develop a fiscal budget and program of work for subsequent year as Chair.
12. Lead content development (with input from ad hoc committee and the membership chair) for end-of-year member survey to inform subsequent program priorities.
13. Solicit candidates for student EC position application. Appoint student EC position in line with other EC appointment timelines.
14. Appoint chair of committees (except Nominating) to serve during subsequent year as Chair.
15. As budget allows, schedule, plan and organize a spring/summer transition meeting of the Executive Committee to assume Chair responsibilities. Provide members with appropriate DBC/Academy documents to fulfill their responsibilities. Coordinate planning and logistics with the DBC Office.

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16. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with the approved budget, fiscal policy and procedures.
17. Maintain files and send pertinent materials to incoming Chair Elect.
18. Complete updates to the New Member letter for the next year.
17. Complete other duties as requested.