

FCP Dietetic Practice Group Job Description

CHAIR-ELECT

Term: 1-year term as Chair-Elect, 1-year term as Chair (see separate job description), 1-year term as Past Chair (see separate job description). Term coincides with the board year of the fiscal year for Academy of Nutrition and Dietetics (June 1-May 31).

Qualifications

- Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification.
- Experience on the Executive Board or on an appointed committee position to the Executive Board within the past five (5) years.
- Demonstrated leadership qualities and intimate knowledge of the profession.
- Experienced in activities and development of leadership in the profession.
- Excellent people and project management skills.
- Professional goals parallel to those of the practice group.
- Able to represent 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 Executive Committee.
- Performs the functions of the office of Chair in their absence.

General Duties

- Organization management
 - › Appoints the chairperson and members of all special committees to serve during the Chair-Elect's term as Chair.
 - › Prepares Program of Work, budget and activities planning for Chair-Elect's term as Chair (with assistance from the FCP Office and Treasurer).
 - › Contacts and initiates plans for a speaker for FCP's spotlight session proposal for FNCE® (with assistance of Education Chair, Subgroup Chairs, and others as needed).
 - › In conjunction with the FCP Office, plans all FNCE® events for the year presiding as Chair.
 - › Serves as the FNCE® volunteer coordinator/recruiter for the year serving as Chair-Elect.
 - › Identifies Executive Committee (EC) meeting dates (or conference calls) for Chair-Elect's term as Chair.
 - › Plans and leads transition meeting for incoming EC in June.
- Assist Chair with programs, planning and DPG strategy throughout the year.

- Maintains communications with and responds to requests of the Academy DPG Manager.
 - Perform the functions of the office of the Chair in the Chair's absence or when the Chair is unable to perform the functions.
- Performs other duties as designated by the Executive Committee.
- Maintains regular communication with the FCP Office regarding events, meetings and regular member matters.

Specific Duties

- Solicits suggestions from incoming Chair-Elect, current Chair and Nominating Chair (and/or others as needed) to fill committee positions. Considers the following in making appointments:
 - Membership status-active, retired, life.
 - Experience and leadership.
 - Active in district or state academy.
 - Amount of time available.
 - Practice area.
- In conjunction with FCP office, plans and leads transition meeting for new Executive Committee in June.
 - EC guidelines, responsibilities.
 - Parliamentary procedure.
 - FCP leadership organizational structure.
 - Voting privileges.
 - Job descriptions.
 - Program of Work.
 - Fiscal responsibility.
- Initiates work on FCP spotlight session for FNCE® the following year. If desired and once approved, Education Chair may assume responsibility for coordinating details.
- Prepares for FCP educational and social activities for FNCE® the following year.
- Performs other duties as directed by the Academy or the Executive Committee.

General Schedule

June

- Officially assume office of Chair-Elect.
- Attend Executive Committee orientation/transition meeting.

July

- Participate in monthly EC call.
- Begin work on the FNCE® Priority/Spotlight proposal.
- Assume responsibility for volunteer staffing coordination for FNCE®. (Obtain draft FNCE® volunteer schedule from the FCP Office)

August/September

- Participate in monthly EC call.
- Continued planning of FCP's Spotlight Session for the following year's FNCE®.
- Receive leadership checklist/timeline from the FCP Office.

October

- Attend FNCE® Executive Committee meeting.
- Attend and assist with FNCE® activities (NOTE: These events and activities are budgeted items during the Chair's year only).
- Coordinate all FCP volunteer activities including DPG Showcase booth for FNCE® (with assistance from the FCP Office).
- Begin identifying committee appointments

November/December

- Participate in monthly EC call.
- Initiate development of Program of Work and budget for year as Chair – begin once documents received from Academy liaison. NOTE: The FCP office and treasurer help with this process. Program of Work and draft budget is usually due at the end of the year.
- With FCP office, begin planning for the following year's FNCE activities (this may include a site visit).
- Submit proposal to the Academy for FCP Spotlight Session for next year's FNCE®.

January/February

- Finalize committee appointments.
- Finalize desired International educational trip location for year serving as chair in partnership with Education Chair and Trip Chair.
- Participate in monthly EC call.
- Finalize location and timing for June meeting.
- Continue FNCE® planning with events and activities. Assists Education Chair with spotlight session, as needed.
- Begin work with appointed International trip chair on the RFP for trip vendors.

March

- Review job description and policies/procedures associated with position; revise/update as needed.
- By March 1, finalize location and timing for June meeting.
- Participate in monthly EC call.

April-May

- Prepare agenda for June transition meeting.
- Prepare and update Chair-Elect's files for end of term of office. Provide files and orient incoming Chair-Elect as to duties of the office. Meet with newly elected Chair Elect to discuss roles and responsibilities.
- Complete annual report.
- Review job description and relevant policies and procedures.