

FCP Academy Dietetic Practice Group: Job Description

SECRETARY

Term: 2 years; Term of office coincides with the Academy of Nutrition and Dietetics fiscal year (June 1 through May 31).

Qualifications

- ✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification.
- ✓ Ability to record and present meeting minutes clearly and concisely.
- ✓ Available to serve in the office for two (2) consecutive years.

Roles

- ▶ Serves as a voting member of the Executive Committee.
- ▶ Responsible for the minutes of all meetings of the Executive Committee and business meeting of FCP.

Duties

- Responsible for ensuring that the minutes of meetings of the Executive Committee and the minutes of the FCP membership meeting(s) are recorded, reviewed and filed with FCP office within 1 week of the EC meeting. First draft minutes are sent to the FCP Office for review and then to the Chair and to the DPG Manager for review.
- Assures that the FCP Office maintains official documents of FCP including Guiding Principles, job descriptions, strategic plan, core competencies and policies and procedures.
- Performs other duties as requested by the Academy or Executive Committee.

General Schedule

June

- Officially assume office of Secretary.
- Begin responsibility for recording minutes from each Executive Committee meeting/call. NOTE: If the secretary is new, the FCP Office can take minutes for the June orientation meeting.

July/August:

- Participate/record minutes from Executive Committee calls

September/October

- Participate/record minutes from Executive Committee calls
- Assist with FNCE® events, as requested
- Attend FNCE® Executive Committee meeting, if able

November/December/January

- Participate/record minutes from Executive Committee calls

February

- Participate/record minutes from Executive Committee calls

March

- Review job description and policies/procedures associated with position; revise/update as needed.
- Participate/record minutes from Executive Committee calls
- Prepare for the year's conclusion
- Complete annual report

April-May

- Prepare and update Secretary's files for end of term of office. Provide files and orient incoming Secretary to duties of the office.
- Review/update job description
- Review relevant policies and procedures