Affiliate President

**Purpose of position:**
Lead the affiliate board members in accomplishing the strategic plan for the year and monitoring the affiliate’s fiscal health.

**Length of service:**
One (1) year term as president, three (3) year total, including serving as president-elect and past president.

**Expected time commitment:**
Typically 10-20 hours per month, with a slight increase in times during preparation for board meetings.

**Position reports to:** affiliate members

**An ideal affiliate President will:**
- Have experience in leading diverse group.
- Be a member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification, and affiliate member.
- Have served as the President-elect the previous year.
- Have a passion for leading others and ability to delegate easily.
- Motivate others and gets and keeps them engaged.
- Is willing to roll up their sleeves and work beside others.
- Has a desire to make a difference in dietetics field.

**Responsibilities:**

**Leadership recruitment**
- Work with the nominating committee to develop a matrix to see what skills, talents and perspectives are missing from the board.
- Keep potential board members informed and if possible, involved in the affiliate for when an opening is available.

**Orient new Board members**
- Along with the Operating Committees, Standing Committees and the affiliate’s management firm plan and lead the board orientation, held before the first board meeting. At the meeting, explain the history, current programs, pressing issues, goals, finances, bylaws, and organizational chart.
- Describe the committees and board member responsibilities and let them know they will be held accountable for their responsibilities.

**Facilitate board meetings**
- Work with management firm to draft the board agenda to cover all the board’s business.
- Allocate a certain amount of time for each agenda item and hold the presenter to the time allocated.
- Keep meetings running efficiently, including starting and ending on time.
- Utilize a consent agenda for items not needing discussion.
- Ensure that every board member has the opportunity to participate in discussions. Prevent a member(s) from dominating the discussion.
- Help the board to think strategically, keeping the board focused on its mission, vision and long-term goals.
- Solicit feedback at meetings by asking for comments or giving a brief evaluation form at each meeting.

**Facilitate communication**
• Keep people focused and involved in between board meetings by using informal communications.
• Maintain good communications between and among board members and the management company.
• Encourage board members to utilize technology (e-mail, intranet site, board members web page) to stay in touch.
• Consider assigning a board mentor to new board members.
• Maintains communications with and responds to requests of the Academy of Nutrition and Dietetics’s Affiliate Management team.
• Contribute to weekly messages to members

Engage Board members
• Get new board members involved early by using committees and task forces
• Discover their interests and availability and try to link board members with activities that will help them achieve their own goals, as well as those of the organization.
• Solicit open-ended feedback on activities they have found useful.

Recognize board members
• Recognize accomplishments of the board and individual board member accomplishments. Even recognize those not directly related to the board work.
• Thank board members on a regular basis. Do this promptly after appreciation is due.

Utilize the Strategic Plan
• Ensure board members are involved in the strategic planning process or review so that they feel that they have ownership.
• Identify a committee or task force responsible for drafting and monitoring the strategic plan.

Work with committees
• Appoint committee and task force chairs, in consultation with the nominating committee. Work with the Board of Directors so that each committee has one BOD member attend a committee meeting least once a year.
• Ensure that the committee has clear goals and objectives that are aligned with the strategic plan.

Monitor budget implementation
• Ensure the board receives appropriate financial reports so that this responsibility is not delegated only to the executive or finance committee.
• Ensure the board is fulfilling its financial oversight responsibility (monitor financial activity compared to the budget, appropriate internal controls, long term financial health, reserve funds, investment policy and strategy, appropriate audits.)

Conduct evaluations
• Ensure regular board evaluations occur to help you address weaknesses and keep the affiliate on track.
• Ensure that the board evaluates the Management Company annually or semiannually, if applicable. Include a review of specific goals and bring any issues to the full board.
• Make certain that every 2-3 years the board conducts a self assessment. Include committee structure, board composition, operations, and the board’s overall effectiveness.

Reporting duties:
• Reports updates to board on key decisions.
• Provides messages from the president for newsletters and website updates.

Travel Requirements:
• Attendance at all in-person Board of Directors Meetings
• Attendance at one district meeting (minimum)
• Attendance at the annual meeting
• Attendance at FNCE

Resources
• In person affiliate training
• Mentor relationship with immediate past president
• Affiliate Resource page (www.eatright.org/affiliate-resources)

Benefit for volunteering in this position:
▪ Opportunity to give back to your profession.
▪ Gain experience that can help your career.
▪ Networking opportunities that help build lasting relationships.

What presidents place in their resumes
• Led # person Board of Directors in execution of strategic plan and oversight of # person affiliate
• Oversaw a $#.00 budget for a # person affiliate

Leadership Advancement: Most presidents, after having served as immediate past president and looking to become further involved, serve on another committee within the Academy of Nutrition and Dietetics or the affiliate Board of Directors and/or consider another elected position.
President-Elect

**Purpose of position:**
- Performs the functions of the office of president in the absence of the president.
- Works closely with the president to be able to transition smoothly into the role of president.

**Length of service:**
One (1) year term as president-elect, ultimately serving three total years: president-elect, president and past president.

**Expected time commitment:** 10 to 15 hours per month

**Position reports to:** Affiliate president

**An ideal President-Elect is:**
- Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification, and affiliate member.
- Experience on the Board of Directors (BOD) or on an appointed committee position to the BOD within the past five (5) years.
- Demonstrated leadership qualities and intimate knowledge of the profession.
- Able to represent interests of the membership in an unbiased manner.
- Motivates others and keeps them engaged.
- Maintains flexibility in working with other volunteers.
- Willing to assist someone else in their year as President.
- Interested in making a difference in dietetics field.

**Responsibilities:**
**Preparation for term of President:**
- Appoints the chairperson and members of all special committees to serve during the President-Elect’s term as President.
- Prepares Program of Work, budget and activities planning for President-Elect’s term as President.
- Plans orientation session for incoming Board members which occurs at April/May BOD meeting or during transition meeting in June.

**Collaboration with President**
- Coordinates BOD meeting and agenda with president.
  Attends district meetings, if possible, to exchange information.
  Assist in completion of annual report (March).

**Role of BOD member as President-elect:**
- Reviews Strategic Plan and works with BOD in preparing for updates and revisions.
- Attends and participates on monthly Board meetings via conference call.
- Reviews affiliate Award Nominee applications and forwards to the appropriate chair.
• Submits annual budget requests to the Treasurer with final approval by the BOD for the President-Elect’s activities.
• Maintains communications with and responds to requests of the Academy of Nutrition and Dietetics Affiliate Management team.
• Contribute to the planning of the affiliate’s annual meeting. This may include providing direction/feedback as needed to the Chair for the annual meeting committee.
• Prepare and update President-Elect’s files for end of term of office. Provide files and orient incoming President-Elect as to duties of the office.
• Performs other duties as directed by the Academy of Nutrition and Dietetics or the BOD.

Specific Duties
Solicits suggestions from regional leaders, , delegate, incoming president-elect and current president in order to fill committee positions. Considers the following in making appointments:
  o Membership status-active, retired, life.
  o Experience and leadership.
  o Active in district or state association.
  o Amount of time available.
  o BOD to represent entire state, all district associations and varied institutions.

In conjunction with Management Team, , if applicable, prepares appropriate materials for orientation session for new BOD members. Includes the following:
  o BOD meeting rules, BOD member responsibilities.
  o Parliamentary procedure.
  o Organization of affiliate hierarchy.
  o Voting privileges.
  o Job descriptions.
  o Program of Work.
  o Fiscal responsibility.

Travel Requirements:
Attendance at all face-to-face Board Meetings
Attendance at the affiliate Annual Meeting
Attendance at the annual training in Chicago

Resources:
• In person affiliate training
• Mentor relationship with President
• Affiliate Resource page (www.eatright.org/affiliate-resources)

Benefit for volunteering in this position:
• Opportunity to give back to your profession.
• Gain experience that can help your career.
• Networking opportunities that help build lasting relationships.
• Opportunity to learn what to do during your year as President.

What president-elects place in their resumes:
• Created and obtained board approval for a $## budget for a #-member association
• Developed a # year strategic plan for a # member association

**Leadership Advancement:** Most president-elects looking to become further involved after their three (3) year term serve on another committee within the Academy of Nutrition and Dietetics or the affiliate Board of Directors and/or consider another elected position.
Past President

General Purpose of position: Serve in the role of Nominations and Leadership Chair and Membership Chair with each description listed below.

Nominations and Leadership Chair

Purpose of the position: Identifies potential leaders for the affiliate organization, this includes recruiting candidates for affiliate board of director’s positions, coordinating the affiliate election and notifying candidates of election results.

Length of service: Typically one-year, starting at the beginning of the affiliate fiscal year

Expected time commitment: For six (6) months out of each membership year, the nominating committee chair can expect to spend four (4) hours per month on responsibilities. The remaining six months are mostly inactive.

Position reports to: Affiliate President (or immediate past president, if s/he sits on the Nominating Committee).

An ideal nominating committee chair

• Has an established network of affiliate members
• Is someone that can easily delegate responsibilities to committee members
• Is comfortable asking members to volunteer for positions
• Has an understanding of, or is willing to learn, the board of directors position responsibilities.

Responsibilities:
• Chairs the Nominating Committee
• Notifies committee members of positions to be filled and sends copies of the applicable job descriptions to all committee members.
• Communicates information on available elected and appointed positions members via appropriate means, e.g. e-blast newsletters, website etc.
• Lead committee in recruitment for candidates. Also should ensure each candidate agrees to serve if elected.
• Presents proposed slate of officers to the Board of Directors
• Work with management team personnel to ensure accuracy of ballot and poll closure.
• Notify Board of Directors of election results.
• Personally notifies candidates of election results. May also delegate this to Nominating Committee members.
• Submit copy on election results to e posted on website and in newsletter.
• Prepare and update nominating committee chair’s files for end of term of office. Provide files and orient next fiscal year’s past-president as to duties of the office.

Reporting duties:
• Submit candidate list along with biographies to Board of Directors
• Submit election results to Board of Directors

Travel Requirements: none

Resources: Templates and resources for the Nominating Committee are available on the affiliate resource page (www.eatright.org/affiliate-resources) under the “Nominating Committee & Volunteer Recruitment” section.

Benefit for volunteering in this position:
• Expanded professional network with affiliate members.
• Impacting the future of the affiliate and profession by recruiting its future leaders
• Committee management and delegation experience
What nominating committee chairs place in their resumes: Led a #-person task force in its recruitment of # candidates for the [affiliate name] board of directors.

Leadership Advancement: Most past presidents, looking to become further involved, serve on another committee within the Academy of Nutrition and Dietetics or the affiliate Board of Directors and/or consider another elected position.

Membership Chair

The job of recruitment and retention within an affiliate is not a one person job. Every leader shares the effort to recruit and retain members for the organization. Board members can assist the membership chair in many ways – making people feel welcome at meetings; encouraging members to renew; talking with non-members and explaining why they belong; writing a testimonial for the organization, or even a specific program or service; being available at the membership booth to answer questions; and becoming a mentor to a new member, etc.

Purpose of position: The main responsibility is the recruitment of new members and the retention of current members.

Length of service: Typically one-year, starting at the beginning of the affiliate fiscal year

Expected time commitment: Typically three (3) to four (4) hours per month

Position reports to: Affiliate president

An ideal membership chair will:

- Be knowledgeable about benefits of Academy and affiliate membership, including DPG/MIG programs and services (or be willing to develop this.)
- Be an outgoing, caring and sincere individual who is not afraid to talk with people about joining the organization.
- Possess conflict resolution skills.
- Experience leading others for a common purpose.

Responsibilities:

- Chair the membership committee and assist in developing a work plan to meet strategic goal related to membership recruitment and retention.
- Delegate recruitment tasks to committee members.
- Ensures information on the Academy and its programs is available at every membership meeting and CPE program.
- Promote benefits of student memberships to dietetic program directors.
- Contact non-renewing members during the summer months to remind them of the benefits they will be missing by not renewing.
- Develop at least one statewide recruitment campaign each year and engage the help of others in the effort.
- Attend affiliate Board meetings and give reports on the state of the membership.
- Resolves issues for unsatisfied member(s) without getting upset.
- Prepare and update membership chair’s files for end of term of office. Provide files and orient next fiscal year’s membership chair as to duties of the office.

Reporting duties: This position reports membership committee activities and successes on a quarterly basis to the Board of Directors.

Travel Requirements: potentially a Board of Directors meeting
Resources Available

- Member Recruitment Toolkit
- Data Management Information System (DMIS): online member and nonmember database

Benefit for volunteering in this position:

- Develop friendships with other members and leaders.
- Added experience in leadership capacity.

What membership chairs place in their resumes:

- Led a #-person task force in its development of # new program and initiatives
- Recruited # members to an ### (total members in affiliate) member affiliate

Leadership Advancement: Most past presidents, looking to become further involved, serve on another committee within the Academy of Nutrition and Dietics or the affiliate Board of Directors and/or consider another elected position.
CORE FUNCTION: Governance of the Profession

SUBJECT: Position Responsibilities for Delegates

POLICY: It is the policy of the House of Delegates to delineate the roles of the delegates and their relationship to constituents and to the House.

The role of the delegate is to define and respond to the needs of the member driven association by creating and participating in activities that result in an effective House of Delegates.

In fulfilling these responsibilities, the delegate:

- interacts with members to identify issues important to the membership
- identifies professional issues affecting dietetics practice
- participates in the dialogue and deliberation of the House of Delegates to provide direction on member and professional issues
- communicates member and professional issues to the HOD Leadership Team
- contributes to trend identification and strategic planning
- informs members about Academy initiatives and programs
- places delegate responsibilities and full participation in HOD meetings as the highest priority.

PROCEDURES:

Representation:
Practice, education, research, dietetic technicians, students, ACEND, CDR, retired members, less than 30 years of age, dietetic practice groups and affiliate dietetic associations are represented by a delegate(s) or an alternate(s).

Delegates Representing Affiliates:
1. Affiliate representation is based on the total number of voting members (active, student and retired) of the Affiliate as of October 15, 2004. An Affiliate has 1 delegate for every 1200 or less voting members; 1 additional delegate is added for each additional 1200 voting members in the Affiliate. The number of delegates per affiliate is reviewed every 3 years by the House Leadership Team. (G.13)
2. The affiliate dietetic associations elect affiliate delegates for a three-year term.
3. The affiliate dietetic association appoints alternates if the delegate cannot participate.

Delegates Representing Dietetic Practice Groups
1. Dietetic Practice Group representation is one delegate per practice group.
2. The Dietetic Practice Groups will elect or appoint a DPG delegate to a three-year term.
3. The Dietetic Practice Group appoints an alternate if the delegate cannot participate.
At-Large Delegates

1. Delegates representing ACEND and CDR are appointed. ACEND appoints the past ACEND Chair to serve as the delegate. CDR appoints their delegate, who is the Vice Chair. The term of office is one (1) year.

2. The Student Delegate is elected by the ACEND Student Advisory Committee for a one (1) year term.

3. Delegates representing DTRs (1), retired members (1), and members under 30 years of age (1) are elected by HOD for a two (2) year term.

4. If any of the above delegates are unable to participate, the Speaker of the House will appoint an alternate.

For additional information regarding the role of the delegate, see the following pages (G.11) for the Position Descriptions within the House of Delegates and for the Roles and Responsibilities of Delegates.
**Treasurer-elect**

**Purpose of position:** To serve on the Finance Committee and prepare for the position of Treasurer in the following year.

**Length of service:** Two (2) year term, one as Treasurer-elect and then Treasurer

**Expected time commitment:** 1-3 hours per month

**Position reports to:** Treasurer

**An ideal treasurer:**
- Has experience with financial management
- Is detail oriented
- Has experience with committee work
- Is able to turnaround reimbursement payments on a timely basis
- Provides timely follow-up on all financial matters.

**Responsibilities:**
- Serves as a voting member of the Finance Committee
- Serves as an ex-officio, non-voting member of the Board of Directors.
- Works with the President-elect and finance committee to prepare the budget to reflect the program of work.

**Reporting duties:**
- In the absence of the treasurer assumes usual duties

**Travel Requirements:** Attendance at all Board Meetings and at the affiliate Annual Meeting

**Resources:** Affiliate Resource page contains training videos, policy and invoice templates and other resources. ([www.eatright.org/affiliate-resources](http://www.eatright.org/affiliate-resources))

**Benefit for volunteering in this position:**
- Great way to stay involved in the affiliate.
- Opportunity for someone to join the ranks of leadership.

**What treasurers place in their resumes:**
- Created and obtained board approval for a $## budget for a #-member association
- Managed financial obligations and statements for [affiliate name]

**Leadership Advancement:** Most treasurers, if looking to become further involved, advance to the president-elect or an ADA national board of directors position.
PROFESSIONAL DEVELOPMENT CHAIR

**Purpose of position:** Chairs the annual professional education planning committee and plans and executes the Annual Meeting.

**Length of service:** One (1) year active term, additional year as mentor to new chair

**Expected time commitment:** Four (4) to Five (5) hours per month, with potential increase in the last two months before the meeting

**Position reports to:** Affiliate president-elect

**An ideal Professional Development Chair has:**
- Experience with project and team management
- Diplomatic by nature.
- Experience with multi-tasking and delegating tasks
- Detail-oriented and well-organized skills

**Responsibilities:**

**Administrative Responsibilities**
- Develop annual education plan with the regional representatives
- Oversee the planning, implementation and evaluation of the annual conference with the assistance of the affiliate’s management company and the appointed Professional Development Committee.
- Assist with regional events and webinars as needed
- Report progress of the committee to the Board of Directors and/or the Executive Committee as appropriate.
- Update professional education files as needed,
- Provide mentoring to Professional Development Chair-elect
- Commitment to serve as a mentor for the Chair and Chair-elect for at least one year at the end of the term

**Fiscal Responsibilities**
- Collaborate with the affiliate’s management company to understand proposed conference budget that is feasible given current economical standing.
- Monitor income and expenses for the conference.
- Recruit sponsors.

**Meeting Responsibilities**
- Select possible location(s) for future Annual Meeting (usually done 1-2 years or more in advance of meeting) and receive Board approval to book the chosen site.
- Determine date of conference, receiving Board approval, if necessary.

**Travel Requirements:**
- 1-2 site visits during the year
- Attendance at the annual meeting, including 1-2 days prior to the event for set-up

**Resources**
- Event Planner Toolkit

**Benefit for volunteering in this position:**
- Willing to roll up their sleeves and work beside others.
- Interested in making a difference in dietetics field.
- Enjoy bringing the project to fruition.
**What Professional Development Planning Chairs place in their resume:** Managed planning and execution of a #-day annual meeting with # attendees, # educational sessions and # exhibitors. Resulted in a $# profit.

**Leadership Advancement:** Most professional development chairs, if looking to become further involved, become a member of the ADA FNCE Program Planning Committee or another position with the affiliate Board of Directors.
PROFESSIONAL DEVELOPMENT CHAIR-ELECT

**Purpose of position:** Assists the chair of the annual professional education planning committee and assists with planning and executing the Annual Meeting and/or webinars and/or regional events as needed.

**Length of service:** One (1) year elect term, following year as Chair, additional year as mentor to new chair

**Expected time commitment:** Four (4) to Five (5) hours per month, with potential increase in the last two months before the meeting

**Position reports to:** Affiliate Professional Development Chair

**An ideal Professional Development Chair-Elect has:**
- Experience with project and team management
- Diplomatic by nature.
- Experience with multi-tasking and delegating tasks
- Detail-oriented and well-organized skills

**Responsibilities as Needed to Assist the Chair:**

**Administrative Responsibilities**
- Develop annual education plan with the regional representatives
- Oversee the planning, implementation and evaluation of the annual conference with the assistance of the affiliate’s management company and the appointed Professional Development Committee.
- Assist with regional events and webinars as needed
- Report progress of the committee to the Board of Directors and/or the Executive Committee as appropriate.
- Update professional education files as needed,

**Fiscal Responsibilities**
- Collaborate with the affiliate’s management company to understand proposed conference budget that is feasible given current economical standing.
- Monitor income and expenses for the conference.
- Recruit sponsors.

**Meeting Responsibilities**
- Select possible location(s) for future Annual Meeting (usually done 1-2 years or more in advance of meeting) and receive Board approval to book the chosen site.
- Determine date of conference, receiving Board approval, if necessary.

**Travel Requirements:**
- 1-2 site visits during the year
- Attendance at the annual meeting, including 1-2 days prior to the event for set-up

**Resources**
- Event Planner Toolkit

**Benefit for volunteering in this position:**
- Willing to roll up their sleeves and work beside others.
- Interested in making a difference in dietetics field.
- Enjoy bringing the project to fruition.

**What Professional Development Planning Chairs place in their resume:** Managed planning and execution of a #-day annual meeting with # attendees, # educational sessions and # exhibitors. Resulted in a $# profit.
**Leadership Advancement**: Most professional development chairs, if looking to become further involved, become a member of the ADA FNCE Program Planning Committee or another position with the affiliate Board of Directors.
**PUBLIC POLICY CHAIR**

**Purpose of position:** Serves as key conduit between the Academy of Nutrition and Dietetics government relations and grassroots leaders on the Academy public policy stances and process.

**Length of service:** Three (3) year elect term, additional year as mentor as needed

**Expected time commitment:** Four (4) to Five (5) hours per month, with potential increase during the month of Legislative Day

**Position reports to:** Affiliate President

**An ideal State Policy Representative has:**
- Knowledge of national legislative process and issues related to nutrition
- Experience with project and team management
- Diplomatic by nature
- Experience with multi-tasking and delegating tasks
- Ability to effectively communicate using a variety of modalities

**Responsibilities:**

**Administrative Responsibilities**
- Develop annual work plan for the advocacy committee
- Oversee the planning, implementation and evaluation of national legislative communications to members of the affiliate
- Engage members to be advocates with the assistance of the affiliate’s management company
- Report progress to the Board of Directors and/or the Executive Committee as appropriate.
- Update files as needed
- Commitment to serve as a mentor for members of the advocacy committee

**Fiscal Responsibilities**
- Collaborate with the affiliate’s management company to understand proposed budget that is feasible given current economical standing.

**Meeting Responsibilities**
- Assist with planning and implementation of annual legislative day

**Travel Requirements:**
- Attendance at Annual Legislative Day
- Attendance at the annual meeting

**Resources**
- Public Policy Workshop
- Monthly legislative calls with the Academy of Nutrition and Dietetics
- Academy’s Legislative Toolkit

**Benefit for volunteering in this position:**
- Gain experience working in the legislative arena
- Network with other professionals within WAND and other state health organizations
- Opportunity to be involved in the strategic planning on the organization
- Gain experience in project development and implementation

**Resume Building:**

Public Policy Coordinator (dates): Managed planning and execution of a legislative activities for statewide association that includes # members. Resulted in a ___ for the association.

**Leadership Advancement:**

Involvement in another aspect of legislation within the affiliate or region
Run for President-Elect
Involvement in the Academy of Nutrition and Dietetics legislative activity
Regional Representative

**Purpose of position:**
Lead the region board in accomplishing the strategic plan for the year and monitoring the region's membership activity.

**Length of service:**
Two years total. Includes previous one (1) year as regional representative elect, then one (1) year term as regional representative.

**Expected time commitment:**
Typically 5-6 hours per month, with a slight increase in times during preparation for board meetings.

**Position reports to:** region members and Affiliate President

**An ideal Regional Representative will:**
- Have experience in leading diverse group.
- Be a member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification, and a WAND member.
- Have served as the Regional Representative-elect the previous year.
- Have a passion for leading others and ability to delegate easily.
- Be able to motivate others, retain members and keep them engaged.
- Be able to roll up their sleeves and work beside others.
- Have a desire to make a difference in dietetics field.

**Responsibilities:**

**Facilitate communication**
- Work with the Board of Directors and committee chairs to determine the needs of members in your region.
- Develop annual work plan for your region that is consistent with the goals and objectives of the affiliate.
- Determine which committees the regional representative, the regional representative-elect and the past regional representative will sit on and then appointment members as needed to fulfill the following committees: Marketing and Communications, Membership, Professional Education, Advocacy, and Nominations and Leadership.
- Keep people focused and involved in between regional meetings by using informal communications.
- Maintain good communications between and among regional members.
- Encourage regional members to utilize technology (e-mail, intranet site, board members web page) to stay in touch.
- Serve as conduit for the Board of Directors and regional members.

**Help recruit**
- Work with the nominating committee to develop a matrix to see what skills, talents and perspectives are missing from the board and recruit members from the region.
- Keep potential board members in the region informed and if possible, involved in the affiliate for when an opening is available.
- Discover members interests and availability and try to link board members or committees with activities that will help them achieve their own goals, as well as those of the organization.

**Orient new regional members**
- Describe the committees and regional member responsibilities and let them know they will be held accountable for their responsibilities.
- Reach out to new members of the region.
- Engage current regional members to be involved in the association.

**Facilitate regional meetings**
- Hold regional meetings and educational events as needed that best fit the needs of members of your region.
- Ensure that regional members have an opportunity to participate in discussions.
Help the region and the board to think strategically, keeping the regional members focused on the association’s mission, vision and long-term goals.
Mentor new regional committee members.
Maintains communications with and responds to requests of the Wisconsin Academy of Nutrition and Dietetic’s management team.

**Reporting duties:**
- Reports updates to members of the region and the board on key decisions.
- Provides messages regional members.

**Travel Requirements:**
- Attendance at Board of Directors Meetings
- Attendance at regional meetings
- Attendance at the annual meeting

**Resources**
- District Relations Toolkit
- Mentor relationship with immediate past regional representative
- Affiliate Resource page (www.eatright.org/affiliate-resources)

**Benefit for volunteering in this position:**
- Opportunity to give back to your profession.
- Gain experience that can help your career.
- Networking opportunities that help build lasting relationships.

**What regional representatives place in their resumes**
- Led # person regional committee in execution of strategic plan and oversight of # person region for the affiliate
- Planned and executed professional education for # person region
- Voting member of the Board of Directors

**Leadership Advancement:** Most regional representatives, after having served as immediate past regional representative and looking to become further involved, serve on another committee within the Academy of Nutrition and Dietetics or the affiliate Board of Directors and/or consider another elected position.
**Regional Representative-Elect**

**Purpose of position:**
Assist the regional representative in leading the region board in accomplishing the strategic plan for the year and monitoring the region’s membership activity.

**Length of service:**
Two years total. Includes one (1) year as regional representative elect, then one (1) year term as regional representative.

**Expected time commitment:**
Typically 5-6 hours per month, with a slight increase in times during preparation for board meetings.

**Position reports to:** regional representative

**An ideal Regional Representative-elect will:**
- Have experience in leading diverse group.
- Be a member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification, and affiliate member.
- Have previous experience serving on an affiliate committee.
- Have a passion for leading others and ability to delegate easily.
- Be able to motivate others, retain members and keep them engaged.
- Be able to roll up their sleeves and work beside others.
- Have a desire to make a difference in dietetics field.

**Responsibilities:**

**Facilitate communication**
- Work with the regional representative to determine the needs of members in your region.
- Assist with development of annual work plan for your region that is consistent with the goals and objectives of the affiliate.
- Determine which committees the regional representative, the regional representative-elect and the past regional representative will sit on and then appointment members as needed to fulfill the following committees: Marketing and Communications, Membership, Professional Education, Advocacy, and Nominations and Leadership.
- Keep people focused and involved in between regional meetings by using informal communications.
- Maintain good communications between and among regional members.
- Encourage regional members to utilize technology (e-mail, intranet site, board members web page) to stay in touch.
- Serve as conduit for the Board of Directors and regional members.

**Help recruit**
- Work with the nominating committee to develop a matrix to see what skills, talents and perspectives are missing from the board and recruit members from the region.
- Keep potential board members in the region informed and if possible, involved in the affiliate for when an opening is available.
- Discover members interests and availability and try to link board members or committees with activities that will help them achieve their own goals, as well as those of the organization.

**Orient new regional members**
- Describe the committees and regional member responsibilities and let them know they will be held accountable for their responsibilities.
- Reach out to new members of the region.
- Engage current regional members to be involved in the association.

**Facilitate regional meetings**
- Assist the regional representative as needed to hold regional meetings and educational events as needed that best fit the needs of members of your region.
• Help the region and the board to think strategically, keeping the regional members focused on the association’s mission, vision and long-term goals.
• Mentor new regional committee members.

**Reporting duties:**
• Reports updates to members of the region and the board on key decisions.
• Provides messages regional members.

**Travel Requirements:**
- Attendance at Board of Directors meetings
- Attendance at one regional meeting (minimum)
- Attendance at the annual meeting

**Resources**
- District Relations Toolkit
- Mentor relationship with regional representative
- Affiliate Resource page (www.eatright.org/affiliate-resources)

**Benefit for volunteering in this position:**
• Opportunity to give back to your profession.
• Gain experience that can help your career.
• Networking opportunities that help build lasting relationships.

**What regional representatives place in their resumes**
- Led # person regional committee in execution of strategic plan and oversight of # person region for the affiliate
- Planned and executed professional education for # person region
- Voting member of the Board of Directors

**Leadership Advancement:** Most regional representatives, after having served as immediate past regional representative and looking to become further involved, serve on another committee within the Academy of Nutrition and Dietetics or the affiliate Board of Directors and/or consider another elected position.
STATE POLICY REPRESENTATIVE

Purpose of position: Monitors state legislation and keeps Board of Directors and membership up to date regarding state legislation of interest to the profession and affiliate.

Length of service: Three (3) year elected term, additional year as mentor as needed

Expected time commitment: Four (4) to Five (5) hours per month, with potential increase in the month of the Annual Legislative Day

Position reports to: Affiliate President

An ideal State Policy Representative has:
- Basic knowledge of legislative process
- Experience with project and team management
- Diplomatic by nature.
- Experience with multi-tasking and delegating tasks
- Detail-oriented and well-organized skills
- Good problem solving skills and ability to prioritize legislation based on importance and relevance to affiliate and members

Responsibilities:

Administrative Responsibilities
- Work with Public Policy Coordinator to develop annual work plan for the advocacy committee; chair Public Policy and Advocacy Committee in third year of term
- In coordination with the Public Policy Coordinator oversee the planning, implementation and evaluation of regional activities related to legislation and advocacy with the assistance of the affiliate’s management company
- Report progress of the committee to the Board of Directors and/or the Executive Committee as appropriate.
- Update files as needed,
- Provide mentoring to members of the advocacy committee
- Commitment to serve as a mentor for members of the advocacy committee as needed

Fiscal Responsibilities
- Collaborate with the affiliate’s management company to understand proposed budget that is feasible given current economical standing.

Meeting Responsibilities
- Assist with planning and implementation of annual legislative day at the state capitol.
- Determine date, receiving Board approval, if necessary.
- Plan and implement Public Policy Workshop for the affiliate in years that it is not held in-person by the Academy

Travel Requirements:
- Attendance at Annual Legislative Day
- Attendance at the annual conference

Resources
- Public Policy Workshop
- Monthly legislative calls with the Academy of Nutrition and Dietetics

**Benefit for volunteering in this position:**
- Willing to roll up their sleeves and work beside others.
- Interested in making a difference in dietetics field.
- Enjoy bringing projects to fruition.

**What Professional Development Planning Chairs place in their resume:** Managed planning and execution of legislative activities for statewide association that includes # members. Resulted in a ___ for the association.

**Leadership Advancement:** Most State Policy Representatives, if looking to become further involved, become involved in another aspect of legislation within the affiliate or region and/or consider running as the President-elect and/or become involved with the Academy of Nutrition and Dietetics legislative activities.
Reimbursement Representative

**Purpose of position:** Reimbursement Representatives serve as a local resource for the Academy of Nutrition and Dietetics members who have questions about coding and coverage issues. They help facilitate use of the Academy’s coding and coverage resources, and coordinate local advocacy efforts to expand federal and state nutrition coverage policies. Some affiliates or DPGs have created a reimbursement committee so leaders in their district associations are involved and have access to state-wide coverage activities and information. Reimbursement Representatives and their committees require affiliate/DPG funding to support their activities.

**Length of service:** Two (2) years

**Expected time commitment:** Four hours or more per month

**Position reports to:** Affiliate President or DPG Chair

**Ideal candidate for this position (or special skills needed):**
- Has an understanding of Medical Nutrition Therapy coverage and billing for Medicare, Medicaid and private insurance payers.
- Has experience in a private practice, outpatient facility setting, or office setting where ambulatory MNT services are provided.
- Enjoys public speaking in order to advocate for and initiate coverage activities with local payers.
- Is comfortable answering member questions or responding to member emails on a need-be basis.
- Has the ability to attend Academy-sponsored conference calls during the term.
- Has an interest in reimbursement for RD-provided nutrition services.

**Requirements:**
- Stay up-to-date on local or practice area specific MNT (Medical Nutrition Therapy) coverage activities.
- Have a basic understanding of Medicare Part B and Medicaid Medical Nutrition Therapy benefit rules and regulations. Familiarity with state Medicaid nutrition policies and private insurance coverage polices for RDs is strongly recommended.
- Be available to respond to calls and emails, and direct members to the appropriate resources for their coding and coverage inquiries.
- Have a basic understanding and previous involvement in affiliate/DPG MNT legislative actions or local coverage initiatives.
- Use or be familiar with the Academy’s practice tools and advocacy resources (e.g. the Academy’s Evidence-Based Nutrition Practice Guidelines and Toolkits, MNT Works Kit, the Academy’s Nutrition Care Process & Model).
- Participate in Academy-sponsored teleseminars to discuss MNT coverage policies and other coding and coverage activities that impact Academy members.
- Have access to the Internet, e-mail, and Microsoft PowerPoint, Word and Excel software programs.
- Participate in the Academy’s Reimbursement Online Community.
- Agree to a two-year term; upon completion of the term, assist in mentoring and training for the incoming representative.
- As necessary, remove self from events that present a conflict of interest between the individual’s volunteer work and employment activities.

**Responsibilities:**
- Communicate with the affiliate/DPG executive committee on topics including Medicare, Medicaid and private sector coverage.
- Share MNT coverage and Medicare Part B MNT benefit information with local members via phone or email communications and through presentations.
• Direct members to federal, state and private insurance coding and coverage resources (through affiliate/DPG and Academy web pages).
• Participate in the Academy’s health care reform education and training.
• Collect information on local third party payer policies to be included in the Academy’s member-only database.
• Support coding and coverage issues on the local level; initiate or help to advance members’ coverage activities with third party payers or other decision makers.
• Encourage members to track MNT outcomes data, which is critical for impacting coverage decisions.
• Assist with member “Calls to Action” with the affiliate Public Policy Panel, and participate in Academy coding surveys and activities.

**Reporting duties:**
• Reports to the affiliate president or DPG Chair, as appropriate.
• Communication with the Academy’s Nutrition Services Coverage Team (NSC) on an ongoing basis.
• Submits quarterly report to NSC Team/Coding and Coverage Committee. The report includes feedback on key outcomes areas such as new or expanded coverage; RDs participation in quality measures; number of RD Medicare providers; number of visits to targeted groups; number of coding or coverage articles/presentations to members; and affiliate or DPG Web coverage updates completed.

**Travel Requirements:** Attendance at PPW (Public Policy Workshop) is strongly encouraged.

**Resources for position:**
During the Reimbursement Representative’s term, the Academy’s Nutrition Services Coverage Team will provide quarterly conference calls, newsletter articles, and other materials of interest. Representatives are encouraged to access the following:

The Academy’s Medicare MNT page: [www.eatright.org/mnt](http://www.eatright.org/mnt)

The Academy’s Coding, Coverage and Compliance page: [www.eatright.org/coverage](http://www.eatright.org/coverage)

The Academy’s Evidence Analysis Library and Evidence-Based Nutrition Practice Guideline Toolkits: [www.adaevidencelibrary.com/](http://www.adaevidencelibrary.com/)

*MNT Works Kit:* The Kit is a marketing tool that can be used during meetings and presentations to local third-party payers, employer groups and hospital finance and billing departments to expand MNT coverage. A copy of the Kit can be downloaded by members for free at [www.eatright.org/members/mntworks](http://www.eatright.org/members/mntworks).

*Reimbursement On-Line Communities:* The NSC team manages an online tool for members to exchange information and discuss reimbursement topics. The site has a specific community designated for Reimbursement Representative announcements, updates and networking. Visit [adareimbursement.webauthor.com](http://adareimbursement.webauthor.com).

*Third party payer brochure:* This includes key information on the impact of Medical Nutrition Therapy provided by RDs. This can be shared with health care plans and more. Download a complimentary brochure at [http://www.eatright.org/Members/content.aspx?id=7775](http://www.eatright.org/Members/content.aspx?id=7775).

*MNT Provider newsletter:* The MNT Provider newsletter is a free resource for all Academy members. It has information on Medicare, private insurance, practice management and more. Read it each month at [www.eatright.org/mntprovider](http://www.eatright.org/mntprovider).

**Benefit for volunteering in this position**
• Special invitations to Academy -sponsored MNT coverage/Medicare/Public Policy workshops.
• Networking opportunities at the Academy’s Food & Nutrition Conference & Expo.
• Assistance from the Academy’s Nutrition Services Coverage team with member communications, presentations, affiliate/DPG MNT coverage newsletter articles, and advocacy efforts.
• Access to MNT coverage/public policy electronic communications.
What Reimbursement Representatives place in their resumes:
- Shared MNT coverage and Medicare Part B MNT information with local members via the phone or email communications and through presentations.
- Supported coding and coverage issues on the local level; initiating or helping to advance members’ coverage activities with third party payers or other decision makers.
- Participated on the affiliate’s Public Policy Panel as the Medicare, Medicaid and private sector reimbursement expert.

Leadership Advancement: While Reimbursement Representatives often remain in the position for more than one term, some have gone on to become Public Policy Chairs, some have joined the Academy’s Coding & Coverage Committee, and some have become affiliate presidents or DPG chairs.