PRESIDENT-ELECT

Elected or Appointed: Elected
Reports to: Wisconsin Academy of Nutrition and Dietetics (WAND) President
Position Duration: One (1) year, with following two (2) years as President, then Past President
Voting/Non-voting: Voting member of WAND Board and Finance Committee

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.
• Serves as chair of the Marketing and Communications Committee

Basic Requirements of the President-elect:
• Is a member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification.
• Designated Wisconsin as their Affiliate.
• Experience on the Board of Directors (BOD) or in an appointed committee position within the past five (5) years.

Ideal Requirements of the President-elect:
• Demonstrates leadership qualities and intimate knowledge of the profession
• Has experience in leading a diverse group; represents member interests in an unbiased manner
• Has a passion for leading others and ability to delegate easily
• Motivates others, fostering member retention and engagement
• Communicates effectively
• Desires to make a difference in the dietetics and nutrition field.
• Has knowledge of WAND, how it functions, and its value to dietitians and dietetic technicians
• Shows enthusiasm for the Academy and WAND
• Maintains flexibility in working with other volunteers and willingness to assist the President

Responsibilities:

Preparation for term of President:
• Prepares Program of Work and assists with budget preparation for upcoming term as President
• Helps plan orientation session for incoming Board members which occurs at Transition Meeting
• Assists Nominating Committee in identifying strong candidates for WAND election

Collaboration with President
▪ Provides input to President for monthly BOD meetings
▪ Attends Regional meetings, if possible, to exchange information.
▪ Assist President in completion of annual report (March).

Role as BOD member:
• Reviews Strategic Plan and works with BOD in preparing updates and revisions
• Attends and participates in monthly Board meetings via conference call.
• Submits annual budget requests for President-Elect’s activities to the Treasurer with final approval by the BOD
• Maintains communications with and responds to requests of the Academy of Nutrition and WAND’s Management Company
• Prepares and updates President-elect’s files and orients incoming President-Elect at end of term
• Performs other duties as directed by the Academy of Nutrition and Dietetics or the WAND BOD
Role as Marketing and Communications (M&C) Committee Chair:
- Recruits and orients new committee members at the beginning of the term
- Recruits, orients, and trains Social Media Leads for duration of term, including: Social Media Manager, Twitter Lead, Instagram Lead, and LinkedIn Lead
- Orients Membership Subcommittee (MSC) Chair; recruits incoming MSC Chair for upcoming year
- Develops and follows through on plans to meet marketing & communication goals of WAND’s Strategic Plan
- Schedules, prepares agendas and leads committee meetings
- Conveys the value of membership & provides information of interest to members
- As able, improves electronic forms of communication, including list serves, social media postings, e-blasts, etc
- Prepares M&C board report and represents the committee at WAND Board meetings
- Provides technical and strategic assistance to Social Media Leads and Media Representative as needed

Specific Duties:
- In conjunction with Management Company, prepares appropriate materials to orient incoming Regional Representatives and Representative-elects at Transition Meeting

Travel Requirements:
- Attendance at Transition Meeting
- Attendance at Annual Membership Meeting (at WAND Annual Conference)
- Attendance at the Academy’s Annual Affiliate Training (typically in Chicago)

Expected Time Commitment: 10 to 15 hours per month

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 leadership experience that can help your career
- Networking opportunities that help build lasting relationships

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