POSITION DESCRIPTION
DISTRICT BOARD DIRECTOR

Term

- Three years
- District Board Director terms are staggered to maintain Board continuity.

Part I: Qualifications

- Member of NAEP in good standing
- Experience in activities and operations of NAEP
- Participation in national and regional association activities within the past five (5) years.
- Demonstrated leadership qualities
- Procurement certification preferred.

Part II: Expectations

- Serve a five (3) year term.
- Requires a time commitment of approximately 20-25 days each year
  - Attendance at the NAEP Annual Meeting
    - Spring Board of Directors Meeting is typically held with the Annual Meeting
  - Attendance at the Fall Board Meeting
    - Typically held in November or December and may be aligned with other NAEP activities
  - Monthly Board Calls (10 Per year for an hour each)
  - Additional time may be required for conference calls, correspondence, planning, writing reports, etc. Depending on committee or work group appointments and representation at other external organizations' meetings/conferences, this time commitment may be greater
- Employer support in advance is required.
- Willingness to commit time and talent to special projects and/or task force assignments.

Part III: Position Descriptions

I. General Position Criteria

The following skill sets apply to all positions on the national ballot.

Leadership
• Demonstrates diplomacy in bringing opposing views to agreement
• Demonstrates organizational and management skills
• Embraces and manages change to advance NAEP
• Empowers others
• Prioritizes issues consistent with the NAEP’s strategic plan
  o NAEP’s strategic plan is located at: Click Here
• Is results-oriented
• Understands general principles of not-for-profit fiscal management

Personal

• Fosters an atmosphere of creativity, collaboration, diversity, and inclusivity
• Maintains objectivity
• Is organized
• Positively promotes NAEP and the profession
• Thinks strategically
• Dedicated and committed to the NAEP’s mission and vision
• Demonstrates integrity

Interpersonal

• Exhibits strong networking and relationship building skills
• Operates as a team player
• Demonstrates strong and effective communication skills
• Encourages and promotes diversity, equity and inclusion
• Motivates others

II. District Board Directors Criteria

• Possesses experience and familiarity with the role of a board of directors, leadership related to embracing/managing positive change, and policy implementation, promoting a culture of inquiry and communication
• Thinks strategically, globally and futuristically taking into account the needs of the entire membership, including competing factions/trends
• Identifies opportunities, addresses difficult issues and generates solutions
• Differentiates between organizational and professional issues
• Understands board-member-staff interrelationships
• Demonstrates meeting management and facilitation skills
• Ability to work confidently with media
• Demonstrates broad knowledge of the nutrition and dietetics profession
• Exhibits self-confidence with internal and external audiences
• Thinks globally
III. Functions

- Serves as a voting member of the Board of Directors
- Attend all Board meetings as voting members
- Communicates with members and non-members to promote NAEP programs, services, and initiatives and to understand their needs and wants
- Attends Monthly Regional Relations Committee Calls
- Monitors the strategic plan for relevance based on environmental trends and makes recommendations for modifications if needed
- Encourages and promotes diversity, equity and inclusion
- Facilitates productive resolution of conflict and consensus
- Take an active interest in membership to help achieve 100% retention (may include phone calls, letter writing, dues collections, exit interviews, outreach to non-member peers, etc)
- Send periodic communiqués to their districts via the regional forums, telling districts what the national board / office is working on (committee updates, webinars, calendar of events, volunteerism, Academies, dues, projects, Annual Meeting, Association Leadership Program, etc.)
- Communicates the Board’s position on regional/district matters from board meetings and encourage Regional concurrence; maintain liaison with all members in their respective regions to represent their concerns in Board deliberations
- Take an active role in serving on the National Board by serving in appointed capacities on Board committees and/or task forces in order to enhance the efforts of the NAEP
- Actively promote membership in NAEP
- Actively champion NAEP at all campus procurement related events or public procurement events
- Actively participate in development and solicitation of non-dues revenue and sponsorship initiatives
- Educate and inform their region about educational purchasing issues
- Encourage regional members to get involved and assume leadership roles
- Assist the national president by recommending nominations for representatives to standing or special committees
- Actively participate in the association’s annual Executive Director evaluation, Board self-evaluation, and planning efforts
- Respect the confidentiality of board deliberations and information provided to the board.
- Mentor the new incoming DBM right after the elections and at the annual meeting
- Attend Chair’s Reception w/invited guests. Network with sponsors and VIPs
- Performs other duties as may be assigned by the Chair

At the regional level, the District Board Member is encouraged to participate in or lead the following activities:
• Attend regional meetings in the district to the extent possible, and participate in the NAEP presentation at regional meetings
• Participate in the planning and recap sessions associated with the region’s annual meeting
• Write at least one article for Purchasing Link on regional activities or events or on timely topics for the region
• Actively participate in regional membership activities to include, but not be limited to: identifying a regional membership contact, facilitating national, district, and regional membership drives
• Assist in the identification/development/mentoring of potential leaders within the region
• Mentor regional officers
• Develop personal relationship with each regional president in the district
• Communicate the availability of national office scholarships for the regions
• Facilitate communication between all regional officers on a regular schedule. This might mean establishing a district officer listserv, facilitating quarterly officer conference calls, sending out a newsletter or any other method to keep regional officers engaged and informed throughout the year
• If held, facilitate District Town Hall Meeting at the National Annual Meeting with all district attendees
• Facilitate and communicate the nomination process for the DBM election process every third year
• Be an available resource to the district on behalf of NAEP