



## Job Description: Affiliate Delegate

Board: Executive Board

Committee: Member Initiative

Team Chair: Yes

Report to: President

Voting Status: Voting

Elected Position: Elected

Term of Position: 3 years

Effective Date: June 1<sup>st</sup>

Responsible for Budget: Yes

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

Objectives:

- Define and respond to the needs of IAND members
- Create and Participate in activities that result in an effective representation of IAND members at the House of Delegates (HOD)
- Chair of Member Initiative Team of IAND

### *Meetings*

- Attend IAND Board Meetings and Annual Meeting.
- Submit agenda items to President per IAND calendar.
- Participate actively at IAND Board meetings.
- Attend all HOD Meetings to represent IAND members

### *Reports*

- Provide reports to the IAND Secretary for minutes.
- Provide an Annual Report to the President, if requested.
- Other reports as required

### *Budget*

- Budget to Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with the next person in the position
- Adhere to budget and become familiar with budget process for the IAND

### *Newsletter*

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Book)

**Academy recommends to have 1 year break before being re-elected as Delegate**

# Indiana Academy of Nutrition & Dietetics

## Job Description: Delegate

### Length of Term Responsibilities:

- Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
- Answer correspondences as quickly as possible, with copies of correspondence sent to appropriate officers and chairmen
- Chair Member Initiative Team and work on development of its program of work and accompanying budget, in relationship to strategic plan goals.
- Member of Bylaws committee.
- Prepare a plan of work for the year.
- Send IAND Executive Director Delegate information for updating the IAND website for members.
- Participate in HOD meetings
  - Consider being a table chair at Fall HOD if discounts are offered for service
- Participate in discussions, and vote on motions
- Contributes to and participates in achieving operating plans for HOD and /or IAND and their committees.
- Recommend Agenda items for IAND meetings
- Identifies topics for future deliberations at HOD and/or IAND meetings based on needs, concerns and interests of members.
- Maintains communication with HOD leadership team and responds to requests from Speaker and House Committees.
- Maintains communication with IAND constituents through mechanisms developed by HOD.
- Accepts appointments for HOD and /or IAND committees, subcommittees and task force.
- Monitors the functions of HOD and/or IAND to ensure compliance with the Bylaws.
- Assists in orientation of and transfer of information to new delegates to ensure continuity.
- Provide Treasurer with properly prepared expense reports.
- Respond to request from the Academy regarding position activities.
- Perform other duties as assigned by the IAND President.
- Update Job Description and submit revisions to IAND President before April Board meeting.

## American Academy of Nutrition & Dietetics Affiliate Delegate Job Description

The HOD is comprised of several different types of delegates who all have the same basic responsibilities. Terms and selection process vary by delegate type as noted below.

### Functions

- Serves as a voting member of the HOD
- Performs functions as needed to assist in facilitating the work of the HOD

3 year term

### *Specific to **Affiliate** Delegates*

- Elected by affiliate membership
- Serves as a member of, or is represented on, the governing board of the affiliate

### Responsibilities

- Accepts appointments for HOD committees, subcommittees and task forces, and Tactical Workgroups and completes assigned tasks.
- Assesses, addresses, and communicates professional and member issues and concerns from the membership to the HLT.
- Assists in orientation and transfer of information to new delegates to ensure continuity.
- Contributes to and participates in achieving goals for the HOD and committees.
- Contributes to reports on activities.
- Maintains communication with constituents (e.g. members, DPGs, affiliates, practice area experts, NDEP, CDR, ACEND, students) through mechanisms developed by the HOD; may include attendance at meetings or on conference calls, writing articles, soliciting input; facilitating group discussions at established times, such as Academy FNCE<sup>®</sup>, affiliate, DPG, CDR, ACEND, NDEP or student meetings or designated teleconferences.
- Has access to a computer for work related to the HOD and has basic familiarity with Microsoft Word documents, Google searches, PowerPoint presentations, Survey Monkey, etc. Is able to send attachments and share links to information. Is comfortable using the Academy website, HOD Communications Platform, communications via email, listservs, and other electronic forms of communication on a regular basis. Maintains communication with the HLT and responds to requests from Speaker and committees.
- Monitors the Academy budget and addresses issues via HOD representatives on the Finance & Audit Committee.
- Monitors the functions of the HOD to ensure compliance with the Bylaws, policy, and procedures.
- Participates in discussions, reviews and votes on motions.
- Participates in electronic dialogues, deliberations, and voting in the HOD Communications Platform.
- Participates in HOD activities to identify and prioritize trends in the profession.
- Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns, and interests of members.
- Recommends agenda items for HOD meetings.
- Reviews the HOD Backgrounders or pre-meeting materials needed for participating in meetings.
- Participates in HOD meetings and formal electronic dialogues.
- Presents verbal and written reports of HOD actions and relevant Academy activities to members through meetings and publications in newsletters or other mailings.
- Provides timely responses and follow through on action steps as directed through Speaker Messages and HOD Communications Platform.
- Anticipates 2-3 hours per week of HOD and/or affiliate/DPG activities (i.e., reviewing emails and websites, reading Speaker Messages, communicating via the HOD Communications Platform to discussions, communicating with affiliate/DPG leadership on issues, etc.). Some weeks there may be less work and during preparation for HOD meetings there will be more time required.
- If a delegate is unable to participate in all or part of the HOD meeting or dialogue discussion, deliberation, or motion voting due to work or personal responsibilities, they must identify a "proxy delegate." It is highly encouraged that the proxy be someone with previous experience in the HOD, such as a past delegate, or an executive committee or board member. The following process must be followed:

1. **The delegate will contact the HOD Governance Team with the name of the “proxy delegate” and their current email address.**
2. The “**proxy delegate**” will be invited to participate on the HOD Communications Platform and will participate in all or parts of the process depending on the situation.
3. The name, email address, and member number must be submitted to the HOD Governance Team staff in advance.