



Job Description: Exhibit/Sponsor Chair & AND Foundation Representative

Position: Exhibit/Sponsor Chair
AND Foundation Representative

Team Chair: No

Report to: IAND President

Voting Status: Non- voting

Elected Position: Appointed

Term of Position: Three years

Effective Date: June 1st

Responsible for Budget:

Expenditure Approval Needed: Yes

Board Meeting Attendance:

Exhibit: Yes Foundation: As needed

Objectives:

- Responsible to contact exhibitors and sponsors for IAND Annual meeting. Send contracts, receive payment, coordinate exhibit venue.
- Coordinate communication to members of fundraising activities for the Annual Fund Campaign for the AND Foundation.
- Coordinate an ANDF fund raising event during the Annual Meeting.

Meetings

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

Reports

- Provide written reports to IAND Secretary for minutes
- Provide an Annual Report to the President
- Other reports as required
- Prepare updated job description to incoming President at end of term

Budget

- Budget to Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with the next Appointee.
- 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)

Travel Expectations

- IAND Board Meetings

Duties and Responsibilities:

- Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
- Answer correspondences as quickly as possible, with copies of correspondence given to appropriate officers and chairmen
- Participate in Annual Meeting Initiative Team and in the development of its program of work and accompanying budget.
- Prepare a plan of work for the year.
- Maintain list of potential exhibitors/sponsors.
- Contact via email or letter potential exhibitors/sponsors in August or as determined by the Annual Meeting Committee.
- Provide contracts to exhibitors/sponsors who commit to participate in IAND Annual meeting.
- Provide W-9's and/or invoices to exhibitors as requested.
- Utilize notebook passed on from past chair. Evaluate and propose any changes needed for exhibits (time slot, arrangements, etc.)
- Plan of exhibit booth needs. Table skirts, electrical needs, water, etc.
- Follow up with speaker contacts regarding speakers who are receiving booth space as a part of their contract.
- Work with President Elect and Education Chair to plan poster session area and poster boards and set up needs.
- Send exhibitor/sponsor names to registration chair. Be sure to inform registration chair of any that are receiving complimentary registrations, number of meals ordered for exhibitors and sponsors, etc.
- Plan map for exhibits. Send exhibitor/sponsor information, map of exhibits to president elect and administrative assistant for inclusion in Annual meeting program.
- Work with exhibitors/ sponsors to assure fees have been paid prior to the meeting. Coordinate with Treasurer to be sure all fees are paid and turned into treasurer for deposit. (Provide treasurer a list of exhibitors and vendors with amount they owe).
- Check in Exhibitors on exhibition day or evening before if needed.
- Announce any gifts or awards given by exhibitors/sponsors as planned by ANDF Chair or President Elect.
- Provide Exhibitors/Sponsors with evaluation forms; tally results and provide summary to President Elect, CPI Chair and CPI Chair Elect.
- Send Thank-you note to Exhibitors/sponsors with date of next year's date for exhibiting and contact information.
- Provide Treasurer with properly prepared expense reports.
- Respond to request from AND regarding position activities.
- Perform other duties as assigned by the IAND President.
- Review Job Description and submit suggested revisions to IAND President at April Board meeting.
- Attend the Affiliate Campaign Chair's Orientation Session at the FNCE, and participate in teleconference report meetings, as requested by the President.
- Emphasize giving options of most interest to IAND members.
- Maintain close communication with State leaders and members including the use of newsletter articles and information at Association meetings.

- Spearhead the leadership soliciting in Indiana.
- Report on Annual Fund Campaign accomplishments, as well as problem areas, to the Campaign Coordinator at the Foundation Office as needed, and during teleconference calls.
- Meet all Annual Fund Campaign deadlines mutually established between AND and this position.
- Provide Treasurer with properly prepared expense reports.
- Respond to request from AND regarding position activities.
- Perform other duties as assigned by the IAND President.
- Review Job Description and submit suggested revisions to IND President at April Board meeting.

The ANDF State Fundraising chair will serve as the liaison to state affiliate groups for the AND Foundation. Their main objective is to assist the Foundation in implementing its mission of funding the future of the dietetics profession through research and education.

This will be achieved through support of education, research and public awareness initiatives that promote good nutrition and advance the science and practice of dietetics. Various fundraising activities will be implemented to secure support.

The Foundation will communicate specific fundraising goals and will provide the tools and support to help each state chair reach their goals.

The ideal candidate for ANDF State Fundraising Chair is:

1. a donor to the AND Foundation (at any level)
2. an association leader or volunteer at the national or state level or has been in the past
3. Committed and enthusiastic about the profession, the Association and the Foundation
4. comfortable in making a case for support of ANDF and asking people for money
5. able to devote an average of 4 hours a month to this position
6. able to attend state Board meetings or provide a written report for the Board
7. skilled in organizing fundraising activities throughout the year as well as at the State meeting

Resources from AND:

Fundraising Chair

ANDF oversight for Affiliate Scholarships, if requested by the affiliates Fundraising Chair conference calls

ANDA staff liaison to offer guidance to fundraising chairs