



## Job Description: Honored Dietitian Committee Chair Historian Fifty Year Member

Committee: Public Initiative Team

Team Chair: Yes

Report to: President

Voting Status: Non-Voting

Elected Position: Appointed

Term of Position: Three years

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

Responsible for Budget: Yes

Committee Chair

Expenditure Approval Needed: Yes

Board Meeting Attendance: As necessary

### **Meetings**

- Attend IAND Board Meetings and Annual Meeting.
- Participate actively at Board meetings.

### **Reports**

- Provide messages for newsletters (see Newsletter info)
- Coordinate compilation of Annual Meeting feedback from member evaluation
- 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 Nominating Committee Members and incoming Nominating Committee Chair
- 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)
- Fifty (50) year members report following the Spring Meeting- by submitting the information to the CPI Chair in March

### **Travel Expectations**

- IAND Board Meetings

### **Objectives:**

- Select an eligible member of IAND to receive the Honored Dietitian Award
- Honor Fifty (50) year members
- Prepare a summary of the history of personnel and activities of IAND
- Plan and provide for document storage

## 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 assigned Initiative Team and in the development of the program of work and accompanying budget

Prepare a plan of work for the year.

Facilitate the process for awarding the IAND Outstanding Dietitian of the Year Award:

The criteria for the Outstanding Dietitian Award include:

Active membership with AND (10 years) IAND

Outstanding contribution in one or more of the following areas:

- \*AND or IAND officer
- \*recruitment of professionals and members
- \*increasing public awareness and visibility of RDN's
- \*research contribution and/or publication
- \*promotion of the profession of dietetics to allied health professionals, peers, the community
  - professional meetings
  - seminars or workshops
  - community service
  - serve on an advisory committee

Publicize the award and solicit nominations through the newsletter and website.

Contact nominees and invite them to submit vita by deadline (usually February 20).

Form committee and make selection:

1. The committee will consist of the chairman, who is appointed by the incoming president. The chairman is a member who has already received the award and the other two members are the two immediate past --presidents of IAND. Each of the two past – presidents are obligated to suggest an appropriate nominee (by January 7) They will work with the chair to consider all nominees and determine who should be the award recipient. In the event a committee member (i.e., one of the two immediate past - presidents) is nominated, the immediate past – president who has just left the committee will be appointed.
2. In the deliberations, the committee will use the revised Outstanding Dietitian scorecard as a guide weighing quality and uniqueness as well as length of service but not assigning points. The scorecard included the categories of: district offices, committees and projects, state offices and projects, AND house of Delegates, elected and appointed offices and activities, and other criteria.
3. The committee will file a report with the President.
4. The committee will evaluate the process and make recommendations for future committee work.
  - a. Notify the recipient that he/she has been selected. Ask if they would like to have a guest with them at lunch during the presentation.

- b. Notify others nominated and thank them for their application and acknowledging their contributions to IAND.
- c. Keep a permanent record of the Outstanding Dietitians in the files.
- d. Provide registration chairman of spring meeting with notes to insert into registration materials for past – Outstanding (Honored) Dietitians and Past – Presidents:

- \*reserved tables

- \*be recognized with corsage or badge ribbon

Check with General Chair of spring meeting to be sure that a corsage and plaque for the Honored Dietitian has been ordered. Let the chair know of special requests (color of corsage or any other instructions).

**NOTE: OUTSTANDING DIETITIAN IS A SECRET UNTIL  
ANNOUNCED AT AWARD SESSION AT MEETING**

- e. Obtain gift for recipient.
  - f. Discuss with IDA President the method of presentation at the Spring Meeting. Make presentation of award and recognize Past – Presidents and past – Honored Dietitians in attendance.
5. Work with Public Relations chair to coordinate press release with picture of awardee
  6. Provide Treasurer with properly prepared expense reports.
  7. Respond to request from ADA regarding position activities.
  8. Perform other duties as assigned by the IAND President.
  9. Review Job Description and submit suggested revisions to IAND President at April Board meeting.
  10. Preserve IAND historical data received from previous historians.
  11. Complete and add written summary of current year’s activities to the file so that, as that present become past, the historical record of the Association is continuous.
  12. Arrange for printing and dissemination of summaries, at approximately five years intervals, for that period of time at the discretion of the President and Executive Committee
  13. Maintain a file of the elected and appointed officials of the Association, which could be a resource for nominations (officers and awards) and appointments of the future.
  12. Provide for the security and storage of Association documentation.
  13. Maintain website information up to date for IAND history.
  14. Contact 50 year members for attendance at ANNUAL Meeting as IAND guests; introduce 50 year members at the awards session; arrange for corsage for 50 year members attending, make arrangements for name badge and meal for 50 year members at Spring Meeting.
  15. Provide Treasurer with properly prepared expense reports.
  16. Respond to request from AND regarding position activities.
  17. Perform other duties as assigned by the IAND President.
  18. Review Job Description and submit suggested revisions to IAND President at April Board meeting.