



## Job Description: Public Policy Coordinator (Federal)

Committee: Policy Initiative Team

Team Chair: Yes

Report to: IAND President

Voting Status: Non-Voting

Elected Position: Appointed

Term of Position: Three year minimum

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

Responsible for Budget: Collaborates with  
State Policy Representative

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

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Objectives

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### ***Meetings***

- Attend IAND Board Meetings and Annual Meeting. Co-present legislative update at Spring Meeting
- Submit agenda items to IAND President per IAND calendar.
- Attend the annual Public Policy Workshop (PPW) in Washington, DC. Room, travel, and per diem provided by IAND.
- Complete AND orientations and trainings online annually for each position.
- Participate actively at Board Meetings

### ***Reports***

- Provide email reports to IAND Secretary for meeting minutes
- Provide an Annual Report on behalf of the Public Policy Team to the IAND President
- Assist PPC with creating an annual Plan of Action to submit to AND in September
- Other Reports as required

### ***Budget***

- Develop budget in conjunction with Public Policy Coordinator
- 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)

### ***Travel Expectations***

- IAND Board Meetings

### ***Objectives of Position:***

- Serves as a communication link between Board Members and Academy of Nutrition and Dietetics' (AND) Public Policy Team
- Serve on the IAND Public Policy Panel Initiative Team
- Assist and coordinate the activities of the District Public Policy Coordinators where applicable

### ***Duties and Responsibilities:***

1. Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
2. Answer correspondences as quickly as possible, with copies of correspondence given to appropriate officers and chairmen
3. Participate on the Public Policy Panel Initiative Team and, with input to develop its program of work and accompanying budget.
4. Prepare a plan of work for the year.
5. Communicate with the Spring Meeting Program Committee for speaker/activity for the Spring Meeting. Activity to include a minimum of ANDPAC fundraising vendor booth and Action Alert station.
6. Provide Treasurer with properly prepared expense reports.
7. Respond to request from AND regarding position activities.
8. Coordinate grassroots activities in the State, including a minimum of meeting with each senator/their staff in-district (total of two meetings); and coordinating annual "take your congressman to work day" event.
9. Coordinate Congressional appointments for all Nutrition and Dietetics Advocacy Summit attendees for the State.
10. Ensure receipt of Public Policy Weekly News to Public Policy Panel members.
11. Notify IAND Board Members and District Public Policy chairs of any AND Action Alerts.
12. Participate where possible in local fundraisers on behalf of ANDPAC.
13. Prepare and deliver annual public policy training webinar to IAND membership, with assistance of other Public Policy Panel members as available.
14. Perform other duties as assigned by the IAND President.
15. Review Job Description and submit suggested revisions to IAND President at April Board meeting.

### **This person manages IAND table at the AND Nutrition and Dietetics Advocacy Summit**

- Leads grassroots training for members at the tables.
- Leads strategic discussions on Congressional meetings.
- Works with Legislative and Public Policy Committee and ANDPAC Board of Directors' members at Nutrition and Dietetics Advocacy Summit to facilitate full participation and value accruing to attendees.

***Resources from AND:***

**Public Policy Coordinator and State Policy Representative** –Policy initiatives and advocacy support, including:

- Materials and direct assistance in legislative issues
- Grassroots Toolkits for each leadership role
- Affiliate conference calls with AND PIA staff as needed
- Scholarships to annual Nutrition and Dietetics Advocacy Summit for education and training
- Subscription to *Public Policy Weekly News*
- Recorded Webinars on Public Policy efforts and engagement, and state issues of interest
- Affiliate meeting at the Nutrition and Dietetics Advocacy Summit Affiliate public policy meetings at FNCE
- Affiliate public policy presentation, in the Affiliate Training at FNCE