



Job Description:

District President

Board: Board of Directors

Committee: Member Initiative

Team Chair: No

Report to: Delegate

Voting Status: Voting

Elected Position: Elected within District

Term of Position: 1 year

Effective Date: June 1st

Responsible for Budget: No

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

Objectives:

- Act as spokesperson for the District.
- Vote for the majority of the District membership.
- Serve as the key Communication Liaison with district members regarding nutrition activities and legislative issues within Indiana and nationally.

Meetings

- Attend IAND Board orientation and trainings (online).
- Attend IAND Board Meetings and Annual Meeting. Meeting attendance and proxy requirements outlined in Standing Rules/Bylaws.
- Submit Board meeting agenda items to President per IAND calendar.
- Participate actively at IAND Board meetings.

Reports

- Provide any updates via email to the IAND Secretary for Board meeting minutes.
- Provide an Annual Report to the President, as requested
- Other reports as required.

Budget

- District presidents (or alternate) will receive one free registration to the IAND Annual meeting if IAND Board meeting attendance requirements are met. (District representative will pay for meals).

Newsletter

- Submit information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Book)
- Provide District highlights to spotlight.
- Submit any “Names in the News” to highlight student or RDN work or awards.
- Submit a “Legislator Spotlight” for one of your district’s legislators.

Job Description: District President

Responsibilities:

- Possess a working knowledge of IAND Bylaws, Standing Rules, and Policy/Procedure Manual.
- As a voting member, answer IAND correspondences within 1-2 business days, with copies of correspondence sent to appropriate officers.
- Identify needs of the District and assist in integrating into the IAND Strategic Plan.
- Participate in assigned Initiative Team and in the development of its program of work and accompanying budget.
- Contracts for Principles of Affiliation need to be complete and to Executive Director; including bylaws, proof that district members are AND members (need current roster of members if you are unable to determine); Letter in good standing with State as not for profit entity; tax forms filed for previous year and signed contract. (April or October)
- Communicate to the District membership actions of the IAND Board of Directors
 - Requests from the Academy
 - Activities of the Initiative Teams and the committees pertinent to the District.
- Participate in Day at the Statehouse and public policy initiatives, including inviting a legislator to a district meeting.
- Coordinate district gift basket for the Academy/IAND Scholarship silent auction at Annual Meeting.
- Responsible for keeping any district information on the IAND website up to date.
 - District Board Members with method of contacting
 - How to become a district member
 - Schedule of Events and meetings planned in your district
- Communicate with Executive Director regarding membership changes or changes in contact information from district.
- Encourage the District President–Elect to attend Annual meeting in preparation for their term.
- Proxy must be provided if District President is unable to attend (preferably President-Elect) IAND Board Meetings, and then follows up with Proxy regarding communication and follow-up action items needed within their district.
- Promote professional continuing education activities within the district, and when possible seeks ways to promote offering these activities to other member in the state (webinars).
- Submit or delegate CDR approval of Continuing Education for District meetings throughout the year.
- Welcome new IAND members to District. Obtain names of new Academy members from IAND Executive Director in July and January.
- Notify IAND Secretary of birth, marriage, special awards, illness, and death of IAND members (or their immediate family members, in the case of death) that resides in the District.
- Oversee the District elections are completed to meet all IAND/the Academy Leadership Directory criteria and deadlines.
- Provide IAND President–Elect and IAND Executive Director with Incoming District leadership directory no later than May 1st to include in the IAND Leadership Directory.
- Assist the nominating chair in recruiting board members for the following year.
- Review Job Description and submit suggested revisions to IAND President before April Board meeting.
- Provide Treasurer with properly prepared expense reports.
- Perform other duties as assigned by the IAND President, Delegate, or Membership Chair.
- Reference the IAND leadership book for time-sensitive dates and tasks.