



## ***Job Description: IAND President***

Position: President

Team Chair: Oversight of all  
Committees

Report to: N/A

Voting Status: Voting

Elected Position: Elected

Term of Position: One year

Three Year commitment:

One year as President-Elect

One year as President

One year as Past President

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

Responsible for Budget: President

Expenditure Approval Needed: No

Board Meeting Attendance: Mandatory

Objectives:

- Plan, direct, coordinate and evaluate association activities.
- Lead the board members in accomplishing the strategic plan for the year and monitoring IAND's fiscal health.

### ***Meetings***

- Attend IAND Board Meetings and Annual Meeting.
- Coordinate preparation of agenda for all meetings with Executive Director
- Prepare Annual Meeting Business meeting agenda
- Lead and participate actively at Board meetings.
- Participate in Finance Planning meeting in May

### ***Reports***

- Provide Annual Report to the Academy by May 31<sup>st</sup>
- Provide message for newsletters and website (see Newsletter info)
- Other reports as required
- Prepare updated outline 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 person in the position
- Adhere to budget and become familiar with budget process for the IAND
- Oversee management of all IAND budget areas

### ***Newsletter***

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

### ***Travel Expectations***

- FNCE, at location specified by AND
- IAND Annual Meeting
- PPW-Washington DC—Spring/Summer

# Indiana Academy of Nutrition & Dietetics

## Job Description: President

### Length of Term Responsibilities:

#### General:

- 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.
- Prepare a plan of work for the year, in accordance with the Strategic Plan
- Serve as the chief executive officer of IAND and the Chairman of the Board of Directors.
- 

#### Board Organization:

- Work with nominating committee to develop a matrix to see what skills, talents and perspectives are missing from the board. Keep potential board members informed and if possible, involved in IAND for when an opening is available
- Orient new board members with assistance of the Executive Director, plan and lead board orientation held before the first board meeting. Explain the history, current programs, pressing issues, goals (strategic plan), finances, Bylaws, Standing Rules, Policies and Procedures. Describe the committees and board member responsibilities and let them know they will be held accountable for their responsibilities.
- Oversee the work of the Initiative Teams (Public, Policy, Member and Annual Meeting).
- Attend meetings pertinent to Affiliate associations at the Academy annual meeting (FNCE).
- Work closely with the delegate to report fully on the proceedings of the Academy annual meeting.
- Preside at all meetings of IAND and the Board of Directors (see facilitate meetings below)
- Plan agenda using input provided by the Board for board and membership meetings.
- Coordinate the distribution of meeting notices and agendas with the Secretary, and Executive Director.
- Provide copies of relevant materials for board members.
- Make the following appointments subject to the approval of the Board:
- Appoint chairs of committees and committee members to special committees and allied organizations when necessary. Ensure that the committees have clear goals and objectives that are aligned with the strategic plan.
- Nominate a qualified member to fill the unexpired term of any elected officer, in accordance with the Nominating Committee report, except President – Elect.

- Ask ineffective appointees to resign and appoint new person for the position.
- Work with the President – Elect in the above activities to ensure continuity of actions as some appointments last longer than one year.
- Assign all Board Members to the most appropriate Initiative Team (based on Board position or interest of Board member).
- See that all actions for the Board of Directors are carried out.
- Serve as a member of the finance committee.
- Serve as a member, ex officio, of all committees and be aware of committee work during the term of office for writing of the Annual Report
- Review expense vouchers presented to the Treasurer. Sign all checks paid out of the Association budget.
- Represent the Association at meetings of allied groups upon invitation or send another representative, preferably the President – Elect.
- Be familiar with the Academy calendar.
- Provide Hot Topics and Updates for the IAND Website Member only section for IAND Board
- Develop and implement goals and objectives for year in office with approval of Board and Self-evaluate goals at end of term.
- Utilize the Strategic Plan: Ensure board members are involved in the strategic planning process or review so they feel that they have ownership. Identify a committee or task force responsible for drafting, monitoring, and updating the strategic plan.
- Be familiar with Roberts Rules of Order and conduct meetings by Rules.
- Has general powers of supervision and active management vested in the office of President.
- Forward other organization newsletters to the Hoosier Dietitian Editor, as available.
- Request updating of job descriptions from all board members before the Annual Board meeting, for incoming board members of the next year.
- Set dates for Board meetings and participate in the date setting for the Annual meeting.
- Board of Directors meetings are generally scheduled for June, November, January and April (coinciding with Annual Meeting).
- Dates for all Board meetings should be announced at the incoming June board meeting.
- Annual meeting dates should attempt to avoid student vacations, internship matching day, state school food service meetings, and any other potentially conflicting meetings of interest for membership.
- Write agendas for all luncheon and award meetings.
- Provide Treasurer with properly prepared expense reports.
- Respond to request from the Academy regarding position activities.
- Represent (or identify an appropriate member of the IAND board to represent) IAND at policy forums, where policy decisions are being made that directly affect RDNs in the state or the patients/clients that we serve.

#### Facilitation of board meetings:

- Draft the board agenda for all the board's business.
- Allocate certain amount of time for each agenda item and hold the presenter to the time allocated.
- Keep meetings running efficiently, with respect to starting and ending on time.
- Utilize a consent agenda for items not needing discussion.
- Ensures opportunity for every board member to participate in discussions and prevent a member(s) from dominating the discussion.
- Help the board think strategically, keeping the board focused on its mission, vision and long-term goals.
- Solicit feedback at meetings by asking for comments or giving a brief evaluation form at each meeting.
- Ensure regular board evaluations occur to help you address strengths and opportunities of improvement weaknesses and keep on track.
- Ensure that the executive board evaluates the Executive Director, and Webmaster or web service annually or semiannually, if applicable. Include a review of specific goals and bring any issues to the full board.
- Make certain that every 2-3 years the board conducts a self-assessment. Include committee structure, board composition, operations, and the board's overall effectiveness in relationship to Strategic Plan.
- Expected time commitment:
- Ten hours per month, typically, with a potential increase in time during preparation for board meetings.

#### Volunteer Recruitment

- Use DMIS to download contact information for Academy members interested in volunteering Review the Volunteer Recruitment Toolkit to help plan your affiliate's recruitment efforts Visit the Volunteer Recruitment section on the affiliate resource page. Download templates and resources for use in your affiliate.