



Job Description: State Policy Representative, State Regulatory Specialist, and Consumer Protection Coordinator

Committee: Policy Initiative Team

Team Chair: No

Report to: IAND President

Voting Status: Non-Voting

Elected Position: Appointed

Term of Position: Three year

Effective Date: June 1st

Responsible for Budget: Collaborates with

Public Policy Coordinator

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

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.
- Submit agenda items to IAND President per IAND calendar
- 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:

SPR

- Co-Chair the Public Policy Initiative team with the Public Policy Coordinator (PPC).
- Familiarize members of IAND with current issues in the state legislation and public policy that are relevant to the practice of dietetics.
- Activate a communication network for pertinent state dietetic legislation in Indiana.
- Motivate members of IAND to participate in the state legislative processes.
- Provide IAND members with resources for state legislative pursuits.
- Plan and organize Day at the Statehouse annually in March.
- Work with the PPC to submit legislative articles to Hoosier Dietitian.

SRS

- Serve as IAND liaison to Governor and state agencies managed by the Governor.
- Track state regulatory issues to support access to the RD at all levels throughout the state working closely with IAND's lobbying agency.
- Ensures IAND is up-to-date with AND requirements and state requirements.
- Supports goals established by the AND Washington DC office.

CPC

- Keep IAND informed about consumer protection issues.
- Monitor the activities and stay informed on state licensure, or regulatory boards and statutes.
- Track the licensure, or regulatory boards meeting minutes and reports.

Duties and Responsibilities:

1. Possess a working knowledge of the IAND Bylaws, Standing Rules, and Policy/Procedure Manual.
2. Answer correspondence as quickly as possible, with copies of correspondence given to the appropriate officers.
3. Serve on the Public Policy Initiative Team and assist with preparing the annual Plan of Work and accompanying budget.
4. Work with the PPC, registered state lobbyist agency, as well as AND advisors in Washington, DC to inform and educate IAND members on legislative matters. Coordinate communications with Districts.
5. Initiate activities to support AND's legislative issues in Indiana, subject to approval from the Executive Board.
 - a. Read appropriate sources of information (AND Eat Right Weekly, On the Pulse, AND Initiatives and Advocacy etc.).
 - b. Contact legislators and other organizations as needed.
 - c. Work with the PPC to act as liaison with the AND Director of State Government Relations.
6. Work with IAND's lobbying agency to track and initiate work with the state agencies managed by the Governor to promote access to RDs and nutrition services in state regulatory and programmatic initiatives.

7. Ensure that IAND has current statutes and rules that impact dietetic practice, including scope of practice and facility and program requirements.
8. Support IAND members who connect with local contacts, including school systems, local Boards of Health, and similar groups with AND stances and Indiana materials.
9. Coordinate with the PPC on issues to ensure that IAND's stance is consistent with AND's.
10. Identify decision-makers within state agencies whose work will impact IAND goals, particularly those that relate to access to RDs and nutrition services, and programs.
11. Consult with AND's Washington DC office to coordinate AND's stances on emerging regulatory issues in Indiana.
12. Monitor consumer protection issues and their impact on IAND's licensure statutes and related issues.
13. Keep IAND informed of current consumer protection issues in the state, including licensure sunset dates (the proposed date for expiration of the current statute and the development of the revised statute). For licensure statutes, lead IAND in planning for effective strategies on the sunset preparation.
14. Develop a plan to assure IAND members and consumers know about, and can easily report statute violations as well as success and effectiveness stories of RD's.
15. Monitor the frequency of licensure board meetings, attend when applicable, and monitor board member attendance.
16. Assist IAND with recommendations to the Governor for the appointments to the licensure board.
17. Provide testimony when necessary on behalf of IAND at licensure related public hearings.
18. Keep IAND members informed about state legislation, state regulatory, and consumer protection issues through the Hoosier Dietitian.
19. Provide Treasurer with properly prepared expense reports.
20. Respond to request from AND regarding position activities, trainings, and webinars.
21. Perform other duties as assigned by the IAND President.
22. Review job description and submit suggested revisions to the IAND President at the April Board Meeting.

Resources from AND:

1. Public Policy Coordinator
2. AND policy materials and direct assistance in legislative issues
3. Grassroots toolkits
4. Affiliate conference calls and webinars with AND staff
5. Scholarships to Public Policy Workshop for education and training
6. Subscription to On the Pulse
7. Recorded webinars and public policy efforts and engagement and state issues of interest
8. Affiliate meeting at the PPW
9. Affiliate public policy meetings at FNCE