



Job Description: IAND President Elect

Committee: Executive Board, Annual Meeting Initiative Team

Team Chair: No, Yes

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 1st

Responsible for Budget: President Elect

Expenditure Approval Needed: No

Board Meeting Attendance: Mandatory

Objectives:

- Become familiar with the duties and responsibilities of the President and all other offices
- Serve as General Chair of Annual Meeting Committee
- Plan goals for term as President
- Perform the functions of the office of President in absence of the President
- Work closely with the President to be able to transition smoothly into the role of President

Meetings

- Attend all IAND Board Meetings and Annual Meeting
- Submit agenda items to the President
- Actively participate at Board Meetings
- Attend the Academy's annual meeting (FNCE) in Fall
- Attend the Academy's President Elect Training in Spring

Reports

- Provide Annual Report to the President
- Provide Annual Meeting info for newsletters, website, and social media (see Newsletter info)
- Submit roster of all elected and appointed state officers and district officers to Executive Director for Academy Headquarters by May 17

Budget

- Schedule a budget meeting with the Treasurer, President, Executive Director, and incoming President Elect in late April or early May to submit for Board approval at the June Board Meeting
- Prepare a President Elect budget for the next year, in cooperation with the incoming President Elect
- Adhere to the budget and become familiar with the IAND budget process

Newsletter

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

Travel Expectations (Reimbursable expenses)

- FNCE, at location specified by the Academy
- IAND Annual Meeting
- IAND Board Meetings

Indiana Academy of Nutrition & Dietetics

Job Description: President Elect

Length of Term 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 board members.
- Prepare a plan of work for the year.
- Serve as a member of the Bylaws Committee.
- Coordinate IAND community activities and communications.
- Serve as a member of the Finance Committee.
- Serve as the General Chair of the Annual Meeting.
 - Lead Annual Meeting Initiative Team in the development of its program of work and accompanying budget, coordinating with CPI Chair, CPI Elect, Registration Chair, Executive Director, and Sponsorships and Exhibits Chair.
 - Schedule date, meeting place, and hotel accommodations for Annual Meeting with reserved block of rooms for IAND members, guests, and speakers. Secure contract and billing information.
 - Establish budget and registration fees. Present to the Board approximately 6 months in advance of the Annual Meeting.
 - Submit articles to IAND newsletter, website, and social media regarding Annual Meeting.
 - Serve as a member of the Scholarship Committee.
 - Update and maintain the Annual Meeting online shared drive.
- Complete all appointed positions after election of new officers by end of April/early May. Collaborate with the incoming President Elect, current President, and Executive Director for appointments. Refer to job descriptions for office term length for each position (See Leadership Book for full list of positions).
- Coordinate with the Executive Director to confirm all elected and appointed state and district officers in May, and prepare a roster of all positions and to be distributed to all Board members at the June Board meeting in the Leadership Book.
- Perform other duties as assigned by the IAND President.
- Attend the Academy's Annual meeting (FNCE) in the fall and the Academy's President Elect Training in the spring.
- Perform the functions of the President in his/her absence and as requested.
- Replace the President as Chair when reporting on debates.
- Maintain an online file of materials and/or correspondence pertinent to the office.
- Provide Treasurer with properly prepared expense reports.
- Respond to requests from the Academy regarding position activities.
- Review Job Description and submit suggested revisions to the IAND President at the April Board meeting. In conjunction with Executive Director, prepare appropriate materials for orientation session for new BOD members. Includes the following:

- BOD meeting rules & BOD member responsibilities
- Parliamentary procedure
- Organization of IAND
- Voting privileges
- Job descriptions
- Program of Work
- Fiscal responsibility

