

Healthy Aging – DPG Job Description

Title: Chair-Elect

Term: Three Year elected voting Executive Committee member with term starting June 1st.

Chair-elect - 1 year; **Chair** - 1 year; **Past Chair** - 1 year.

Purpose: Assist the Chair in overseeing the activities of the HA-DPG and provide leadership to the Healthy Aging DPG Executive Committee.

Reports to: HA DPG Chair.

Responsibilities:

1. Know and support the **Academy and DPG's vision, mission**, goals, policies, programs, services and strengths.
2. Collaborates with the treasurer and Executive Director in the development of the HA budget for the year as Chair, in accordance with the Program of Work.
3. Serves as a **voting member** of the Executive Committee.
4. Plans, organizes, submits and coordinates educational program (**spotlight session**) for the Academy's Food & Nutrition Conference & Expo™ (FNCE®) for year as Chair.
5. Provides HA Nominating Committee with suggestions of interested members for ballot.
6. Completes all **appointments** for the Executive Committee for the year as Chair.
7. **Assists with projects**, contributes to publications and reviews reports, as requested by Chair.
8. **Supervises Student** Executive Committee Board Member.
9. Performs the **functions of the office of Chair** in the Chair's absence or when the Chair is unable to perform the functions of Chair as determined by the Core Executive Committee.
10. **Assists Chair** by providing input, reviewing materials, responding to emails and letters, communicating concerns to the Academy liaisons and/or HA's DPG manager.
11. Participate in available **Academy Leadership** trainings.
12. **Maintain files** and send relevant materials to next Chair-Elect.
13. Submit a brief **activity report** in a timely manner, as required (currently monthly).
14. **Prepare for all conference calls** by reviewing agenda and fully reading the EC reports from core and appointed Directors (10-12 monthly one-hour calls. Dates determined at the start of fiscal year HA Executive Committee Meeting). Review **EC calendar** on a monthly basis to ensure assignments are noted accurately and completed in a timely manner.
15. Follows HA DPG/Academy **reimbursement policies** and procedures.
16. **Avoid conflicts** between personal interests and the interests of the Academy.
17. Performs other duties as requested by Chair.

Routine Activities of Position:

1. Maintain ongoing **contact with the HA DPG** Chair, Executive Director and other EC members as demonstrated through prompt responses to emails, calls or other requests.
2. Supports **Core Executive Committee activities** as evidenced through support of the HA DPG Guiding Principles, Strategic Plan, Program of Work, and the Academy DPG Policy and Procedures.
3. **Represents, or submits input on behalf of, the HA DPG** in an Academy-lead committee or process.

4. Along with HA DPG Executive Director, review/edit **new member welcome letter** in April for year as Chair.
5. Actively **participates in a minimum of one DPG or Academy workgroup**, taskforce, etc, as matches interest and organizational need.
6. Participate in **monthly EC phone/web meeting**.
7. Keep records of all **expenses** related to performing Chair-Elect tasks; submit expense reports to the Treasurer in accordance with fiscal policy and procedure.
8. **Network with RDNs and NDTRs** in the aging field and recruits new members of HA DPG.

Reports Required:

1. **Monthly report** to the EC which includes activities and project summaries.
2. **Annual report** (submitted in May)
3. **June Annual Strategic Planning Executive Committee Meeting**. Provide support in planning or running meeting, as requested by Chair.
4. Additional reports, as requested by Chair.

Deadlines or Target Dates to be Aware of:

1. **FNCE® Spotlight submission** deadline (usually in November). Date determined by the Academy.
2. Food & Nutrition Conference & Expo™ (FNCE®) (usually in October). Date determined by the Academy.
3. HA DPG Executive Committee Meetings scheduled in:
 - a. FNCE®, date determined by Academy.
 - b. **June Annual Strategic Planning Executive Committee Meeting**
4. Draft budget (Program of Work), in collaboration with Treasurer and HA DPG Executive Director, starting in late fall and usually completed by late January.
5. Ensure HA DPG Executive Director **submits or prepares special function forms and sponsorship** request forms for FNCE® according to Academy deadlines during year as Chair.

Travel Expected as budget allows:

1. June **Annual Strategic Planning Executive Committee Meeting**
2. FNCE® Executive Committee Meeting
3. Other travel as requested by Chair or the Academy as budget allows.

Materials to be passed on to Successor:

1. Follow HA DPG transition checklist.
2. All HA files maintained by this position during term of office and position description.
3. Update report for successor on current status of ongoing projects.