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## House of Delegates Composition and Core Functions

Updated: April 2012  
Review Date: April 2013

### Composition

The House will consist of the following members: the affiliate delegates, Dietetic Practice Groups, and At-large Delegates or the alternates. Delegates represent practice, education, research, dietetic technicians, students, ACEND, CDR, retired members, members 30 years of age or less, global perspective of the entire membership, the affiliate dietetic associations, the dietetic practice groups, and the HOD Leadership Team (6 members). The Speaker serves as the chair of the House.

### Development of the House of Delegates Core Functions\*

#### **Background**

During the June 15-16, 2001 HOD Leadership Team Meeting (HLT), a sub-committee was formed to examine infrastructure issues for the House of Delegates (HOD). The sub-committee consisted of K. Cobb, C. Fileti and M. Zook-Weaver. Their charge was to identify gaps in the infrastructure of the restructured HOD. The starting point for their work was to review the Core Functions found in the Governance Task Force White Paper (December 1999). These Core Functions are the foundation of the sub-committee's activities. In addition, other documents examined were the 2001-02 HOD/HLT Objectives, HOD Motion Tracking document, ADA Bylaws, ADA Strategic Plan (2000-04) and *Building a Knowledge-Based Culture* (Tecker GH, Kermit EM, Frankel JS 1997). The following Core Functions are consistent with these documents, but have been modified and expanded to more accurately reflect the activities of the restructured House of Delegates. HLT discussed and approved the HOD Core Functions in November 2001.

#### **Purposes of the HOD Core Functions**

The purposes of the Core Functions are:

- To provide direction for HOD to address professional issues facing the membership.
- To prevent duplication of work by HOD and other Academy organizational units.
- To promote collaboration with all organizational units.
- To guide delegates to understand their roles in meeting the needs of members.

#### **Next Steps**

HLT agreed to the following next steps:

- The Core Functions will be merged with the HOD/HLT Objectives and shared with the House and the Board of Directors on a regular basis.
- The Core Functions will serve as the foundation for the HOD Manual, which will assist delegates in understanding their role.
- The Core Functions will continue to evolve over time and need to be regularly reviewed and revised by the HOD Leadership Team.
- **Date for next review of the Core Functions: January 2013.**

\*For historical purposes we will continue to refer to these documents as ADA

## **Core Functions**

### **Member Focus**

- Represent and advocate member issues impacting the profession
- Identify and respond to member needs related to marketplace demands

### **Information Systems/Communications**

- Assess and manage change and communicate to proactively position the profession for the future
- Provide delegates with regular communications related to HOD and Academy activities
- Information on HOD and Academy activities available on member only Web site and HOD Communication Platform
- Assess, recommend and/or develop information systems to support core functions of HOD

### **Strategic Thinking/Visioning**

- Develop annual objectives for HOD and HLT to govern the profession and support the Strategic Plan
- Provide input and direction to the Strategic Plan
- Identify, prioritize and evaluate trends
- Receive updates on the status of the Strategic Plan
- Conduct routine oversight of usual HOD activities that impact the profession, member services and/or HOD
- Participate in the visioning process for future practice and education as conducted by the Council on Future Practice

### **New Products/Services Development**

- Assess current products/services as related to governing the profession for continuation, improvement and/or discontinuation
- Develop and maintain systems to forecast the viability and sustainability of products and services
- Identify and investigate new products and services

### **Governance (Processes for Governing the Profession)**

- Establish the size and structure of the HOD
- Monitor member issues, mega issues and resulting actions
- Monitor outcomes of HOD motions
- Provide oversight to the Academy and affiliate bylaws

### **Professional Leadership**

- Position and educate members for leadership opportunities within the Academy and in their professional practice settings
- Identify leaders (current and emerging) within the Academy in collaboration with delegates (affiliate, DPG Delegate, at-large), affiliate leaders, DPG and MIG leaders and the Nominating Committee
- Assist with recruitment and retention efforts related to leadership development

### **Setting Policy for the Profession**

- Review, deliberate, and recommend policy and strategic direction for practice, education, and research
- Provide direction for quality management in dietetics practice
- Review, debate and approve professional standards
- Make recommendations for standards of education and standards of practice
- Adopt and revise with the Commission on Dietetic Registration the Code of Ethics for dietetics practitioners, disciplinary procedures for unethical conduct, and reinstatement conditions
- Make recommendations on standards, qualifications, and other issues related to credentialing to the Commission on Dietetic Registration
- Make recommendations on accreditation, approval, and related issues to the Accreditation Council for Education in Nutrition and Dietetics
- Identify issues and develop positions

### **Financial**

- Promote the economic value and welfare of the dietetics professional
- Debate and approve membership dues and the formula for dues payment to affiliate associations (per Academy Bylaws)
- Provide input and direction to BOD regarding the Academy budget planning process based upon work conducted by HOD
- Receive financial updates including the annual report.