Healthy Aging – DPG Job Description

Title: Nominating Committee Chair-Elect

Term: Two year elected, non-voting commitment effective June 1st. Moves into the Nominating Committee Chair position at the end of the first year.

Purpose: Assists with nominating committee activities and election process of DPG, including preparation of an official ballot. Committee consists of: Nominating Committee Chair, Nominating Committee Chair-elect and Nominating Committee Member-at-Large, and HA Immediate Past Chair (in an ad hoc role).

Reports To: Nominating Committee Chair

Responsibilities:
1. Assists Nominating Committee Chair with election process according to the HA Guiding Principles and Academy guidelines.
2. Networks with HA members to develop a list of possible candidates for future elections. Helps develop criteria for selection and screening of candidates.
3. Assists Nominating Chair by providing input, reviewing materials, responding to emails and letters, and any other tasks as needed.
4. Follow HA reimbursement policies and procedures.
5. Participate in monthly, or as needed, Nominating Committee conference calls.
6. Solicit names of qualified nominees from the Executive Committee and membership via eblasts, e-updates, the EML and social media.
7. Obtain and utilize DPG member list to identify members who express interest in serving/volunteering.
8. Assist in determining the candidates for offices that need to be filled by ballot.
9. Assist with the preparation of a list of prospective candidates for each office.
10. Phone or e-mail prospective candidates to ask if they will serve.
11. Assist Nominating Committee Chair with candidate recruitment during FNCE®, as needed.
12. Ensure that nominees meet the formal eligibility requirements of office and are personally and professionally qualified to effectively represent and further the interests of the association and the DPG.
13. Facilitate completion of information by candidates, per the prescribed process/procedure defined by the Academy for the online ballot.
14. Encourage the DPG membership to vote through announcements on the DPG website, notification in DPG newsletters and EMLs, and/or blast emails sent to DPG membership.
15. Request biographical information and photo from elected candidates for use on the DPG website and submission to the DPG Newsletter (Spectrum) editor to introduce new officers to the members.
16. Support the goals of DPG and the work of the Executive Committee/Leadership Team.
17. Other duties as requested by Nominating Committee Chair, which may include candidate notification at the conclusion of the election.

Routine Activities of Position:
1. Maintains close contact with the HA Nominating Committee Chair.
2. Participates in all meetings and conference calls at the request of the Nominating Committee Chair.

Updated 5/2018
3. Avoids Conflicts between personal interests and the interests of the Academy.
4. Network with dietitians in the aging field and recruits new members of HA.
5. Volunteer at the DPG showcase booth and other areas as needed to promote the DPG during FNCE

Reports Required:
1. Monthly activity reports to the Nominating Chair:
3. Additional reports, as requested by Nominating Committee Chair.
4. Year-end report at the end of the first year, as directed by the HA DPG Chair.

Deadlines or Target Dates to be Aware of:
1. Due dates for candidate names to Executive Committee.
2. HA Newsletters, articles/columns due to Coordinating Editor:
   a. Spring, Summer, Fall & Winter Issues. Dates to be determined.
3. Election results to HA Executive Committee and the Academy Practice Team.
5. HA Board Meetings scheduled:
   a. FNCE®, date determined by the Academy.
   b. Start of fiscal year (typically in mid-to-late May).

Travel Expected as budget allows:
1. Other travel as requested by DPG Chair as budget allows.

Conference Call Participation:
1. HA Executive Committee Conference Calls – 10-12 monthly one-hour calls. Dates determined at the start of fiscal year HA Board Meeting.

Materials to be passed on to Successor:
1. Any files or information regarding potential candidates for the following year’s ballot.
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.

Updated 5/2018