Healthy Aging – DPG Position Description

Title: Chair-Elect

Term: Three Year elected voting commitment with term starting June 1st.
Chair-elect - 1 year; Chair - 1 year; Past Chair and Member of Nominating Committee - 1 year.

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

Reports to: HA Chair, Academy DPG Practice Manager, and HA Executive Committee.

Requirements for this office: Candidates for Chair-elect must have served in a HA leadership role for a minimum of two (2) years.

Responsibilities:
1. Knows and supports 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 HA Core Executive Committee and Executive Committee.
4. Plans, organizes and coordinates educational program (spotlight session) for the Academy’s Food & Nutrition Conference & Expo™ (FNCE®) for year as Chair.
5. Investigates membership concerns and communicates with current and prospective members as needed.
6. Provides HA Nominating Committee with suggestions of interested members for ballot.
7. Completes all appointments for the Executive Committee for the year as Chair.
8. Assists with projects, contributes to publications and reviews reports, as requested by Chair.
9. Supervises Student Executive Committee Member.
10. Chairs selection committee for Student executive Committee member.
11. Assist with HA activities at FNCE®, including special function planning and DPG showcase session.
12. 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.
13. Assists Chair by providing input, reviewing materials, responding to emails and letters, communicating concerns to the Academy liaisons and/or HA’s DPG manager.
14. Follows HA reimbursement policies and procedures.
15. Performs other duties as requested by Chair.

Routine Activities of Position:
1. Maintains close contact with HA Chair and Executive Director.
2. Core Executive Committee Activities:
   a. Reads and understands the HA Guiding Principles, Strategic Plan (SP), Program of Work (POW), and the Academy DPG Policy and Procedures.
3. Review/edit new member welcome letter in April for year as Chair.

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4. Actively participates in a minimum of one DPG or Academy workgroup, taskforce, etc, as matches interest and organizational need.
5. Participates in all meetings and conference calls.
6. Avoids conflicts between personal interests and the interests of the Academy.
7. Networks with dietitians in the aging field and recruits new members for HA.

Reports Required:
1. Monthly report of activities
2. Required reports for upcoming FNCE®, as detailed by the Academy Meeting Team.
4. Year-end report as directed by the Chair.
5. Additional reports, as requested by HA Chair.

Deadlines or Target Dates to be Aware of:
1. HA Newsletters, articles/columns due to Coordinating Editor:
   a. Spring, Summer, Fall & Winter Issues. Dates to be determined.
2. FNCE® Spotlight submission deadline (usually in November). Date determined by the Academy.
3. Food & Nutrition Conference & Expo™ (FNCE®) (usually in October). Date determined by the Academy.
4. HA face-to-face Executive Committee meetings scheduled in:
   a. FNCE®, date tied to the Academy
   b. Start of fiscal year (usually in May or June).
5. Academy Leadership module trainings.
6. Draft budget and Program of Work (timeline determined by the Academy, typically December through March).
7. Coordinate the submission of special function forms and sponsorship request forms for FNCE® according to Academy deadlines during year as Chair.

Travel Expected as budget allows:
1. Spring EC Meeting
2. FNCE® EC Meeting
3. Other travel as requested by the Academy 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 Meeting.

Materials to be passed on to Successor:
1. All HA files maintained by this position during term of office and position description.
2. Update report for successor on current status of ongoing projects.

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