Healthy Aging – DPG Job 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, ADA DPG Manager, and HA Executive Committee.

Responsibilities:
1. Prepares the program of work for the term of office as Chair and assists the treasurer in the development of the HA budget for the year as Chair, in accordance with the Program of Work.
2. Serves as a member of the HA Core Executive Committee and Executive Committee.
3. Plans, organizes and coordinates educational program at the ADA Food & Nutrition Conference & Expo (FNCE) for year as Chair.
4. Investigates membership concerns and communicates with current and prospective members as needed.
5. Provides HA Nominating Committee with suggestions of interested members for ballot and committee appointment.
6. Assists with projects, contributes to publications and reviews reports, as requested.
7. Performs additional functions as appropriate to the office.
8. Assist with HA activities at FNCE, including special function planning and DPG showcase session.
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 ADA liaisons and Professional Issues Delegates.
11. Follows HA reimbursement policies and procedures.
12. Performs other duties as requested by Chair.

Routine Activities of Position:
1. Maintains close contact with HA Chair and EC members.
2. Core Executive Committee Activities:
   a. Reads and understands the HA Guiding Principles, Strategic Plan (SP), Program of Work (POW), and ADA-DPG Policy and Procedures Manual.
3. Update May ADA insert on DPG – February.
4. Write new member packet welcome letter in April for year as Chair and coordinate other packet materials.
5. Participates in all meetings and conference calls.
6. Avoids conflicts between personal interests and the interests of the Association.
7. Networks with dietitians in the aging field and recruits new members for HA.

Update: 9/2010
**Reports Required:**
1. For each Executive Committee meeting.
2. Required reports for upcoming FNCE, as detailed by ADA Meeting Team.
3. Annual report.
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. ADA Food & Nutrition Conference & Expo. Date determined by ADA.
3. HA Board Meetings.
4. ADA Leadership Institute.
5. Draft budget and Program of Work, date determined by ADA.
6. Submit special function forms and sponsorship request forms for FNCE according to ADA deadlines to ADA during year as Chair.

**Travel Expected as budget allows:**
1. Spring EC Meeting
2. FNCE EC Meeting
3. Other travel as requested by ADA as budget allows.

**Conference Call Participation:**
1. HA Board Conference Calls. Dates determined at the start of fiscal year HA Board 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.