

Healthy Aging – DPG Job Description

Title: Nominating Committee Chair

Term: One year, elected, non-voting Executive Committee member effective June 1st. (This is the second year of a two-year commitment. The first year is nominating chair elect.)

Purpose: Coordinates and directs the nominating committee and election process of the DPG including the preparation of the official ballot. Committee consists of: Nominating Committee Chair, Nominating Committee Chair-elect and Nominating Committee Member-At-Large.

Reports to: DPG Chair

Responsibilities:

1. Coordinates and directs election process according to the Academy election process timeline and Healthy Aging (HA) Guiding Principles.
2. Participates in monthly, or as needed, Nominating Committee conference calls.
3. Delegates recruitment responsibilities to Nominating Chair-Elect and Nominating Committee Member-At-Large. Membership Director and HA Past Chair.
4. Accesses DPG member list by obtaining permission to access DMIS from the Membership Director.
5. Determines the offices that need to be filled by ballot (check with the HA Office).
6. Determines the offices that need to be filled by appointment and follow through with duties that apply for recruitment (#7-10).
7. Promotes the ballot opportunities with members through announcements on DPG website, notifications in DPG newsletters and listservs, at the Membership meeting and DPG Showcase at FNCE® and/or blast emails sent to DPG membership.
8. Solicits names of qualified nominees from the Executive Committee and membership.
9. Communicates as needed with Nominating Committee and delegate tasks as needed so that all committee members have opportunities to participate.
10. Prepares a list of prospective candidates for each office.
11. Phones or e-mails prospective candidates to ask if they will serve.
12. Ensures that nominees meet the formal eligibility requirements of office and are personally and professionally qualified to effectively represent and further the interests of the Academy and the HA DPG.
13. Ensures that candidates complete the biographical information using the Academy template and include a photo for use in the online ballot.
14. Presents the official ballot to the Executive Committee for information purposes (only).
15. Presents the official ballot to appropriate the Academy staff per established timelines.
16. Submits announcements regarding the call to vote and list of candidates to the Newsletter Coordinating Editor for publication in the Summer issue of the newsletter.
17. Contacts all candidates on the HA ballot to inform them of election results and confirm their ability to serve.
18. Submits election results to the Newsletter Coordinating Editor for publication in the Spring newsletter.
19. Encourages the DPG membership to vote through announcements on the DPG website, notifications in DPG newsletters and listservs, and/or blast emails sent to DPG membership.

20. Assists Chair by providing input, reviewing materials, responding to emails and letters, communicating concerns to Academy liaisons and Professional Issues Delegates.
21. Submits proposed budget for the next fiscal year to Chair-Elect in fall according to the Academy's budget planning schedule.
21. Follows HA reimbursement policies and procedures.
21. Performs other duties as requested by Chair.

Routine Activities of Position:

1. Maintains close contact with the HA Chair, Executive Director, HA Coordinating Newsletter Editor and Nominating Committee Chair-elect.
2. Participates in all meetings and conference calls at the request of the Chair or Chair-elect.
3. Avoids Conflicts between personal interests and the interests of the Academy.
4. Networks with dietitians in the aging field and recruits new members of HA.

Reports Required:

1. Monthly reports to the Chair
2. Notifies HA Executive Committee of the election results.
3. Additional reports, as requested by HA Chair.

Deadlines or Target Dates to be Aware of:

1. Due dates for candidate names to the Academy.
2. HA Newsletters, articles/columns due to Coordinating Editor:
 - a. Summer issue.
3. The Academy Food & Nutrition Conference & Expo™ (FNCE®) in the fall. Date determined by the Academy.
4. Election results to HA Executive Committee after received from the Academy Practice Coordinator (Late February or early March).
5. HA Board Meetings scheduled in:
 - a. FNCE®, date determined by the Academy.
 - b. Start of fiscal year.

Travel Expected as budget allows:

1. Spring EC Meeting
2. FNCE® EC Meeting
3. Other travel as requested by Chair or the Academy as budget allows.

Conference Call Participation:

HA Board Conference Calls – Range from monthly to three (3) to four (4) one-hour 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.
3. DPG Officer Orientation Policy and Procedure Manual.