

Revised by: _____ Date of Revision: _____

Approved by: _____ Date of Approval: _____

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TITLE OF POSITION: President Elect

ELECTED OR APPOINTED: Elected

DURATION OF POSITION: One (1) year term as president-elect, ultimately serving three total years: president-elect, president and past president.

TERM OF OFFICE: June 1 to May 31

VOTING/NONVOTING: Voting

REPORTS TO: President

EXPECTED TIME COMMITMENT: During the first six (6) months of office, the president-elect should expect to spend three (3) hours per month (not counting training programs.) During the last six (6) months, the president-elect should expect to spend four (6) to six (8) hours per month due to budgeting and strategic planning.

BY LAWS: Article VII. Structure of Governing Board, Section 1; Article IX. Standing Committees, Section 1,

PURPOSE OF POSITION:

Performs the functions of the office of president in the absence of the president.
Works closely with the president to be able to transition smoothly into the role of president.

AN IDEAL PRESIDENT ELECT:

- Is a member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification, and affiliate member.
- Has experience on the Board of Directors (BOD) or on an appointed committee position to the BOD within the past five (5) years.
- Demonstrated leadership qualities and intimate knowledge of the profession.
- can represent interests of the membership in an unbiased manner.
- Motivates others and keeps them engaged.
- Maintains flexibility in working with other volunteers.
- Is willing to assist someone else in their year as President.
- Interested in making a difference in dietetics field.

RESPONSIBILITIES:

- Attend all executive board meetings
- Fill appointed positions for the incoming year
- Set date and place for next annual conference
- Attend FNCE and Affiliate training
- Attend President-Elect Training
- Participate on Finance Committee for next budget year
- Appoints the chairperson and members of all special committees to serve during the President-Elect's term

as President.

- Prepares Program of Work, budget and activities planning for President-Elect's term as President.
- Reviews Strategic Plan and works with BOD in preparing for updates and revisions.
- Attends and participates on monthly Board meetings via conference call.
- Plans orientation session for incoming Board members which occurs at April/May BOD meeting or during transition meeting in June.
- Attends district meetings, if possible, to exchange information.
- Reviews affiliate Award Nominee applications and forwards to the appropriate chair.
- Submits annual budget requests to the Treasurer with final approval by the BOD for the President-Elect's activities.
- Maintains communications with and responds to requests of the AND Affiliate Management team.
- Coordinates BOD meeting and agenda with president.
- Contribute to the planning of the affiliate's annual meeting. This may include providing direction/feedback as needed to the Chair for the annual meeting committee.
- Prepare and update President-Elect's files for end of term of office. Provide files and orient incoming President-Elect as to duties of the office.
- Complete annual report (March).
- Performs other duties as directed by the Academy or the BOD.
- Specific Duties:
 - Solicits suggestions from district presidents, delegates, incoming president-elect and current president to fill committee positions. Considers the following in making appointments: Membership status-active, retired, life. Experience and leadership. Active in district or state association. Amount of time available.
 - BOD to represent entire state, all district associations and varied institutions.
 - In conjunction with Executive Director, if applicable, prepares appropriate materials for orientation session for new BOD members. Includes the following: BOD meeting rules, BOD member responsibilities. Parliamentary procedure. Organization of affiliate hierarchy. Voting privileges. Job descriptions. Program of Work. Fiscal responsibility.

TRAVEL REQUIREMENTS:

- Attendance at all Board Meetings
- Attendance at President Elect Affiliate Training
- Attendance at Annual Conference
- Attendance at FNCE

RESOURCES:

- In person affiliate training
- Mentor relationship with President
- Affiliate Resource page (www.eatright.org/affiliate-resources)

BENEFITS FOR VOLUNTEERING IN THIS POSITION:

- Opportunity to give back to your profession.
- Gain experience that can help your career.
- Networking opportunities that help build lasting relationships.
- Opportunity to learn what to do during your year as President.

WHAT PRESIDENT ELECTS PLACE IN THEIR RESUMES:

- Created and obtained board approval for a \$## budget for a #-member association
- Developed a # year strategic plan for a # member association

LEADERSHIP ADVANCEMENTS:

- Most president-elect's looking to become further involved after their three (3) year term serve as nominating committee chair or run for the Academy national office.