

**Washington State Academy of Nutrition and Dietetics**  
**EXECUTIVE BOARD JOB DESCRIPTION**

**PRESIDENT-ELECT**

**Term:** 1-year term as President-Elect, 1-year term as President (see separate job description), 1-year term as Past President (see separate job description)

**Time Commitment:** The position of President-Elect requires approximately 15 days for each year's term in office.

***Qualifications***

- ✓ Member of the Academy of Nutrition and Dietetics in the Practitioner, Retired or Life classification, and Washington State affiliate member.
- ✓ Experience on the Board of Directors (BOD) or on an appointed committee position to the BOD within the past five (5) years.
- ✓ Active in district dietetic association activities.
- ✓ Demonstrated leadership qualities and intimate knowledge of the profession.
- ✓ Experienced in activities and development of leadership in the profession.
- ✓ Professional goals parallel to those of the association.
- ✓ Able to represent interests of the membership in an unbiased manner.
- ✓ Available to serve in the office for three (3) consecutive years.

***Roles***

- ▶ Serves as a voting member of the BOD.
- ▶ Performs the functions of the office of President in the absence of the president.
- ▶ Serves as an ad hoc member of all committees.
- ▶ Serves as direct BOD liaison to the annual meeting committee.
- ▶ Leads/monitors all collaborative/partner relationships, including the Food Systems Roundtable, Prostate Cancer Advisory Group, COPC, Anti-Hunger Coalition and others as established by the Board.

**Note:**

- Volunteers may not accept honorariums for work done as part of the WSDA strategic plan and program of work.
- Volunteers are required to sign a conflict of interest statement at the beginning of each year, which includes a statement that tools and information developed while acting as an officer are the property of the Washington State Academy.

## ***General Duties***

- Appoints the chairperson and members of all special committees to serve during term as President.
- Prepares Program of Work, budget and activities with the treasurer and Exec Director.
- Reviews Strategic Plan and works with Board in preparing for updates and revisions.
- Identifies BOD meeting dates (or conference calls) for President-Elect's term as president
- Plans orientation session for incoming board members and presents at April/May BOD meeting or for during transition meeting in June.
- Attends the Academy's President Elect training session in the Spring of President Elect term (if scheduled).
- Attends the Academy's Food & Nutrition Conference & Expo™ (FNCE®) and House of Delegates Meeting during term of office as President. (NOTE: This is subject to change, pending budget and scheduled Academy training meetings)
- Attends district meetings, if possible, to exchange information.
- Reviews the Washington State Academy Award Nominee applications and forwards to the Award Chair as assigned.
- 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 Academy Manager, Affiliate Relation.
- Coordinates BOD meeting and agenda with president.

## ***Specific Duties***

- Solicits suggestions from District Presidents, Delegates, incoming President-Elect and current President in order to fill committee positions. Considers the following in making appointments:
  - a. Membership status-active, retired, life.
  - b. Experience and leadership.
  - c. Active in district or state association.
  - d. Amount of time available.
  - e. BOD to represent entire state, all district associations and varied institutions.
- In conjunction with Executive Director, prepares appropriate materials for orientation session for new BOD members.
  - a. BOD meeting rules, BOD member responsibilities.
  - b. Parliamentary procedure.
  - c. Organizational structure of the Washington State Academy.
  - d. Voting privileges.
  - e. Job descriptions.
  - f. Program of Work.
  - g. Fiscal responsibility.
  - h. Strategic plan
  - i. Budget
- Serves as coordinator/leader for all collaborative/partner relationships. Assists in evaluation of all possible new relationships. (See policy/procedure)
- Performs other duties as directed by the Academy or the BOD.

## **General Schedule**

### **April-May**

#### **June**

- Maintain communications with and respond to requests of the Academy Manager, Affiliate Relations.
- Schedule a call at least quarterly with the Executive Office for updates and to share info
- Officially assume office of President-Elect.
- Attend BOD calls/meetings (including Board and Policy Team calls and others as needed).
- Begin development of necessary committee members.
- Draft and finalize Program of Work with President.

#### **July**

- Maintain communications with and respond to requests of the Academy Manager, Affiliate Relations.
- Attend BOD calls/meetings (including Board and Policy Team calls and others as needed).
- Work with Executive Director to identify convention location for the year serving as President. [NOTE: This is usually completed at least 4 years prior to convention.]

#### **August**

- Maintain communications with and respond to requests of the Academy Manager, Affiliate Relations.
- Attend BOD calls/meetings (including Board and Policy Team calls and others as needed).
- Prepare materials for September BOD meeting.
- Begin working with Convention Chair to develop program for convention.

#### **September**

- Maintain communications with and respond to requests of the Academy Manager, Affiliate Relations.
- Attend BOD calls/meetings (including Board and Policy Team calls and others as needed).

#### **October**

- Maintain communications with and respond to requests of the Academy Manager, Affiliate Relations.
- Attend BOD calls/meetings (including Board and Policy Team calls and others as needed).
- Submit budget for term as President; coordinate with incoming President-Elect budget request for President-Elect.

#### **January**

- Maintain communications with and respond to requests of the Academy Manager, Affiliate Relations.
- Attend BOD calls/meetings (including Board and Policy Team calls and others as needed).
- Begin work on annual meeting. Work as Board liaison for Convention Chair as needed.

## **March**

- Maintain communications with and respond to requests of the Academy Manager, Affiliate Relations.
- Finalize BOD appointments with President.
- Attend BOD calls/meetings (including Board and Policy Team calls and others as needed).
- Review job description and policies/procedures associated with position; revise/update as needed
- Submit budget for term as President; coordinate with incoming President-Elect budget request for President-Elect.
- Complete annual report

## **April**

- 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.
- Attend the BOD meeting for orientation by the outgoing President-Elect.
- Purchase President's gift (to be presented during educational conference). (Check with the Executive Office re: budget).
- Attend the Washington State Academy educational conference.
- Attend BOD calls/meetings (including Board and Policy Team calls and others as needed).
- Review Convention survey results and make notes / improvement ideas (along with meeting chair) for next year.
- Assume office of President-Elect (unofficially) after the Washington State Academy Annual Meeting.
- Review budget for term as President with Treasurer, Exec Director and other board members if needed. Present proposed budget along with treasurer for board vote at board conference call.
- Participate in Policy Team Meeting conference calls as scheduled.

NOTE: Board meetings are conducted monthly via conference call.