

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

**DIRECTOR, POLICY AND ADVOCACY**

**Term:** 2 years

**Time Commitment:** The position of Director, Policy and Advocacy requires approximately 2-3 days each month.

**QUALIFICATIONS:**

- Member of the Washington State Academy and the Academy of Nutrition and Dietetics in the Active, Life or Retired category.
- Active in the Washington State Academy; preferably as a participant of the Policy Team prior to election.
- Good communication and organizational skills.
- Leadership skills that support leading the Policy Team.
- Time and commitment to participate, monitor and champion legislative issues within Washington State and those issues on the federal agenda, as outlined by the Academy of Nutrition and Dietetics. This may include but is not limited to the objective to convince policy makers at all levels of the value of comprehensive nutrition services and to influence legislators on key food, nutrition and health initiatives.

**RESPONSIBILITIES:**

1. Attends all Washington Academy Executive Board meetings (if unable to attend, appoints a proxy).
  - a. Submits monthly reports
  - b. serves as a voting member of the Board
  - c. Submits annual report as requested
  - d. Reviews and updates pertinent documents
  - e. Provides orientation and transition for the incoming officer
2. Serves as the team leader for the appointed policy team positions, including:
  - a. Reimbursement Chair
  - b. Public Policy Coordinator
  - c. State Regulatory Specialist
  - d. State Policy Representative
  - e. Consumer Protection Coordinator
3. Actively participates in developing the Washington State Academy's Program of Work and Strategic Plan, integrating strategies identified in the Academy's policy initiative.

- a. Contributes the proposed policy program of work as part of the Washington State Academy's strategic plan.
4. Works with the Policy Team to develop a specific policy program of work (as requested/required by the Academy).
  - a. Submits for Board approval.
  - b. Assures that final approved plan is submitted to the Academy.
5. Coordinates and leads the endorsement procedure, as needed. (See policy/procedure for additional details).
6. In conjunction with the president-elect, recommends candidates for policy team positions.
  - a. Recruits Policy Team Members and appoints Project Leaders as needed.
7. Communicates with Member and Communications teams to coordinate projects, as needed and appropriate
8. Oversees Project Leaders in budget planning for the year providing guidelines and ensuring deadlines are met.
9. Ensures that the Washington State Academy membership is kept informed of project progress by overseeing the submission of appropriate articles to the Washington State Academy newsletter, social media channels and e-updates.
10. Provide content and updates for the policy-related pages on the Washington State Academy website.
11. Attends appropriate Academy meetings, as able, including Academy's Public Policy Workshop (as budgeted).
12. In conjunction with the policy team (and specifically the State Policy Representative), coordinates Legislative Day in Olympia.
  - a. Submits publicity information.
  - b. Coordinates activities.
13. Plan, schedule and facilitate Public Policy Panel meetings
  - a. Ensure accurate record of Public Policy Panel meetings and follow up actions are completed
14. Participate in all Academy Public Policy forums and education sessions or arrange for proxy and communicate information to the Washington State Public Policy Panel
15. Monitor Academy Public Policy communications and take action as appropriate