

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

**DELEGATE**

**Term:** 3 years

**Time Commitment:** The position of the Delegate requires approximately 1-3 hours per month average, depending on when House of Delegates' meetings are scheduled, the strategic plan and scope of work.

**Qualifications**

- ✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification for at least three (3) consecutive years immediately preceding the term as delegate, and member of the Washington State Academy of Nutrition and Dietetics.
- ✓ Previously held the position as delegate no more than one (1) term. (A delegate can serve no more than 2 three-year terms.)
- ✓ Experience on the Board of Directors (BOD) preferably in an elected position within the past five (5) years.
- ✓ Willing to be held accountable for the Delegate vote and action in the Academy House of Delegates.
- ✓ Able to communicate between district, state, and national associations.
- ✓ Have a working knowledge of the bylaws of the Academy and Washington State Academy.
- ✓ Able to represent all 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.
- ▶ Represents state membership at the Academy House of Delegates meetings by actively participating in the sessions, voting on motions, and acting as a resource person regarding Washington State Academy activities and policies.
- ▶ Serves as a member of the Washington State policy team.

**Note:**

- Volunteers may not accept honorariums for work done as part of the Washington State Academy strategic plan and program of work.
- Volunteers are required to sign a conflict of interest statement at the beginning of each year.
- The Delegate is not required to pay dues or attendance fees to participate in district functions when participation is related to the general duties of the office.

## **General Duties**

- Establishes and maintains two-way communications with the Washington State Academy members, BOD, and district associations.
- Provides updates to the BOD and the Washington State Academy membership on HOD mega-issues and other topics.
- Assists with the annual committee review to ensure that the Washington State Academy's structure meets the needs of Washington State and compliments that of the Academy.
- Reviews Washington State Academy Award Nominee applications and forwards to the Education and Award Chair as assigned.
- Serves on the Washington State Academy policy team.

## **Specific Duties**

- Prepares articles for each Washington State Academy e-newsletter or e-update in order to inform members regarding issues to be addressed by the House of Delegates. .
- Prepares articles and information for the Washington State Academy website as necessary.
- Submits annual budget requests to the Treasurer with final approval by the BOD for the Delegate's activities.
- Performs other duties as directed or requested by the Academy or the BOD.

## **Duties/Responsibilities (as defined by the Academy):**

- Accepts appointments for HOD committees, subcommittees and task forces and Tactical Workgroups and completes assigned tasks.
- Assesses addresses and communicates professional and member issues and concerns from the membership to the HOD Leadership Team.
- Assists in orientation and transfer of information to new delegates to ensure continuity.
- Contributes to and participates in achieving goals for HOD and HOD committees.
- Contributes to reports on activities.
- Maintains communication with constituents through mechanisms developed by HOD; may include attendance at meetings or on conference calls, writing articles, soliciting input; facilitating group discussions at established times, such as Academy FNCE, affiliate, DPG, CDR, ACEND or student meetings or designated teleconferences.
- Has access to a computer for work related to HOD and has basic familiarity with Microsoft Word documents, Google searches, PowerPoint presentations, Survey Monkey, etc. Is able to send attachments and share links to information. Is comfortable using the Academy website, HOD Communications Platform, communications via email, listservs and other electronic forms of communication on a regular basis. Maintains communication with HOD Leadership Team and responds to requests from Speaker and House committees.
- Monitors the Academy budget and addresses issues via HOD representatives on Finance & Audit Committee.
- Monitors the functions of the HOD to ensure compliance with the Bylaws and policy and procedures.
- Participates in discussions, makes and votes on motions.
- Participates in electronic dialogues, deliberations and voting in the HOD communication platform.
- Participates in HOD activities to identify and prioritize trends in the profession.
- Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns and interests of members.
- Recommends agenda items for HOD meetings.

- Reviews the HOD Backgrounders or pre-meeting materials needed for participating in meetings.
- Participates in HOD meetings and formal electronic dialogues.
- Presents verbal and written reports of House actions and relevant Academy activities to members through meetings and publications in newsletters or other mailings.
- Provides timely response and follow through on action steps as directed through Speaker Messages and HOD Communications Platform.
- Anticipate 2-3 hours per week of HOD and/or affiliate/DPG activities (i.e., reviewing emails and websites, reading Speaker Messages, communicating via the HOD Communications Platform to discussions, communicating with affiliate/DPG leadership on issues, etc.). Some weeks there may be less work and during preparation for HOD meetings, there will be more time required.
- If a delegate is unable to participate in all or part of the motion discussion, deliberation or voting due to work or personal responsibilities, they must identify a “proxy delegate.” The following process must be used:
  - a. **The delegate will contact the HOD Governance Team with the name of the “proxy delegate” and their current email address.**
  - b. The “**proxy delegate**” will be invited to participate on the HOD Communications Platform and will participate in all or parts of the process depending on the situation.
  - c. The name, email address and member number must be submitted to the HOD Governance Team staff in advance.

## ***General Schedule***

- HOD – State Duties:
  - Attend the Washington State Academy Annual Meeting.
    - Attend the BOD meeting;
  - Unofficially assume office of Delegate after the Washington State Academy Annual Meeting.
- HOD – National Activities:
  - Spring HOD Meeting:
    - Review the materials for the Spring HOD meeting as available.
  - Participate in the Spring HOD meeting and post-meeting activities.
  - Join the HOD Community of Interest as a Delegate-elect
- Prepare and update Delegate's files for end of term of office. Provide files and orient incoming Delegate as to duties of the office.

## **Delegate (1<sup>st</sup> and 2<sup>nd</sup> years)**

### **June**

- Officially assume office of Delegate
- Attend annual BOD face-to-face meeting (if held).

### **August-September-October**

- HOD – State Duties:
  - Communicate with the BOD and Washington State Academy members on the Fall HOD Meeting.
- HOD – National Activities:

- Fall HOD Meeting:
  - Review the materials for the the Fall HOD meeting including the association updates, mega-issues summaries (backgrounders, summaries and talking-points).
  - Participate in the pre-house COI discussions.
- Participate in Delegate-elect training opportunities.
- Attend Academy (FNCE®) Fall House of Delegates meeting
- As budget/funds allow, attend FNCE® meeting.

### **October-November**

- Participate in the Fall HOD post-meeting activities.
- Vote per HOD time line on any Motions brought forth from the Fall HOD meeting

### **March-May**

- HOD – State Duties:
  - Attend the Washington State Academy Annual Meeting.
    - Attend the BOD meeting;
    - Review job description and policies/procedures associated with position; revise/update as needed.
    - Submit annual report
- HOD – National Activities:
  - Spring HOD Meeting:
    - Review the materials for the Spring HOD meeting as available.
    - Participate in the Spring HOD meeting and post-meeting activities.
    - Vote on any Motions set forth from the HOD Virtual meeting by due dates dictated by HOD Leadership team.

### **Delegate, 3rd Year**

#### **June**

- Attend annual BOD meeting.

#### **August-September October**

- HOD – State Duties:
  - Communicate with the BOD and Washington State Academy members on the Fall HOD Meeting.
- HOD – National Activities:
  - Fall HOD Meeting:
    - Review the materials for the Fall HOD meeting including the association updates, mega-issues summaries (backgrounders, summaries and talking-points).
    - Participate in the pre-house COI discussions.
    - Attend Academy (FNCE®) Fall House of Delegates meeting
    - As funds are available, attend FNCE® meeting

#### **October November**

- Participate in the Fall HOD post-meeting activities, including voting by specified time lines.

### **March-May**

- HOD – State Duties:
  - Attend the Washington State Academy Annual Meeting.
  - Prepare short presentation for the business meeting.
  - Attend the BOD meeting;
  - Review job description and policies/procedures associated with position; revise/update as needed.
  - Submit annual report
  - Orient the incoming Delegate to the position
  - Orient the incoming Delegate to the Spring HOD mega-issues and communication strategies.
- HOD – National Activities:
  - Spring HOD Meeting:
    - Review the materials for the Spring HOD meeting as available;
    - Participate in the Spring HOD meeting and post-meeting activities
- Review job description
- Submit annual report

**Monthly calendar follows above through 3rd year incorporating transition of information to the Delegate.**

### **Yearly activities:**

- Attend District Meetings as requested – or be available for questions.

### **Quarterly activities:**

- Submit articles for the Washington State Academy on-line newsletter.
- Review the Delegate information on the Washington State Academy web-page and update as necessary.

### **Monthly Activities:**

- Prepare monthly activity report prior to the monthly BOD call
- Participate in monthly BOD conference calls.
- Participate in policy panel conference calls as requested