

## **REGIONAL REPRESENTATIVE**

**Elected or Appointed:** Elected (as Regional Representative-elect)

**Reports to:** Wisconsin Academy of Nutrition and Dietetics (WAND) President

**Position Duration:** One (1) year, preceded by one (1) year as Regional Representative-elect; may choose to serve additional one (1) year as mentor in the role of Past Regional Representative

**Voting/Non-voting:** Voting member of WAND Board of Directors

### **Purpose of position:**

A Regional Representative from each of five regions—Northeastern, Northern, Western, Southern, and Southeastern—leads their region in accomplishing the strategic plan for the year and promoting the region's membership activity.

### **Basic requirements of Regional Representatives:**

- A member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification
- Designated Wisconsin as your Affiliate
- Live within the region you are representing or travel there often for work/personal life
- Communicate effectively

### **Ideal requirements of Regional Representatives:**

- Have experience in leading a diverse group
- Have a passion for leading others and ability to delegate easily
- Able to motivate others, retain members and keep them engaged
- Have a desire to make a difference in nutrition and dietetics
- Have knowledge of WAND, how it functions, and the value it provides to dietitians and dietetic technicians

### **Primary Responsibilities:**

#### **Facilitate regional meetings**

- Work with the WAND Board of Directors, committee chairs, Regional Representative-elect and Regional Board (if you have one) to determine the needs of members in your region.
- Develop an annual work plan for the region consistent with the goals and objectives of WAND.
- Work with assistance of Regional Representative-elect to host at least two (2) educational events that best fit the needs of members of your region.
- Solicit feedback on events and activities for the region.
- Manage funds to host educational events and submit expense reports accordingly.

#### **Communicate, market, and advocate for WAND and region**

- Serve as conduit for the Board of Directors and regional members.
- Participate in monthly WAND Board Meeting to share updates on regional activity and vote on Board action items. Follow-up by reporting WAND BOD key decisions to regional members.
- Engage regional members to be involved in the association through regular email communications (either through WAND's eBlasts or through direct email) and through WAND's social media platforms (Facebook, LinkedIn, Twitter, Instagram).
- Provide regular updates to the regional page on WAND's website.
- Maintain communications with and respond to requests of WAND's leadership team and Management Company.
- Participate in public policy and advocacy efforts on behalf of the association.

- Create a regional annual report for the WAND Board at the end of the fiscal year and present it at the Annual Meeting (at WAND Annual Conference). Delegate this presentation to Regional Representative-elect or designee if you are unable to attend.

#### **Help Recruit and Strengthen WAND**

- Recruit and appoint members from the region to participate in WAND committees as needed.
- Discover members' interests and availability and try to link board members or committees with activities that will help them achieve their own goals, as well as those of WAND.
- Reach out to new members and non-members in the region and encourage them to be involved.
- Assist WAND Nominating Committee in identifying and recruiting leaders within your region.
- Participate actively on a committee within WAND.

#### **Secondary Responsibilities:** (encouraged, but not required)

##### **Coordinate and train a regional board**

- Gather members in region to form a Regional Board to assist in coordinating regional events and activities.
- Work with assistance of Regional Representative-elect to host at least two (2) regional meetings of the Regional Board.
- Mentor regional committee members, introducing them to WAND Bylaws, Policies, and Procedures.

#### **Travel requirements:**

- Attendance at WAND Annual Conference Annual Membership Meeting (or delegate to Regional Representative-elect or designee)
- Attendance at Transition Meeting

#### **Expected Time Commitment:**

One hour per month for WAND Board meeting; ideally, at least one representative from each region is available to provide regional updates at each WAND Board meeting. Additional time as needed for regional meetings and events and communications with Board and regional members, averaging to 2 to 5 hours per month. Typically in May of each year, all incoming board members attend the Transition Meeting for orientation, training and planning.

#### **Resources:**

- District Relations Toolkit
- [Committee Management Toolkit](#)
- [Affiliate Resource page](#)
- Mentor relationship with Past Regional Representative
- Regional Representative Training Presentations:
  - [Tuesday, June 23<sup>rd</sup>, 2015](#)
  - [Thursday, June 25<sup>th</sup>, 2015](#)
  - PowerPoint Slides from Training

#### **Materials to Be Passed On to Successor:**

- Year-end annual reports with documented successes and challenges, ideas, and tips

#### **Benefit 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

#### **Leadership advancement:**

After having served as Regional Representative and immediate Past Regional Representative, consider serving on a committee or in another elected position within the Wisconsin Academy of Nutrition and Dietetics.