



## Job Description: Council on Professional Issues- Elect (CPI Elect)

Committee: Executive Board, Annual Meeting Committee

Team Chair: No

Report to: President Elect/CPI Chair

Voting Status: Voting

Elected Position: Elected

Term of Position: One year

(Two year commitment)

One year as CPI- Elect

One year as CPI Chair

Effective Date: June 1<sup>st</sup>

Responsible for Budget: CPI Chair

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

### Objectives:

- Become familiar with job duties and responsibilities of CPI Chair
- Actively participate in Annual Planning Committee Meetings, Executive Board and Full Board of Directors meetings to understand needs of members and association

### **Meetings**

- Attend IAND Board Meetings and Annual Meeting.
- Participate actively at Board meetings.

### **Reports**

- Provide messages for newsletters (see Newsletter info)
- Coordinate compilation of Annual Meeting feedback from member evaluation
- Other reports as required
- Prepare updated job description to incoming President at end of term

### **Budget**

- Budget to Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with CPI Chair as well as the incoming CPI Elect
- Adhere to budget and become familiar with budget process for the IAND

### **Newsletter**

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Book)

### **Travel Expectations**

- IAND Annual Meeting
- IAND Board Meetings

# Indiana Academy of Nutrition & Dietetics

## Job Description: CPI Elect

### Length of Term Responsibilities:

- Attend IAND Board Meetings and Annual Meeting.
- Submit agenda items to President/Executive Director prior to IAND Board Meetings per calendar.
- Participate actively at Board meetings.
- Provide written reports to the IAND Secretary for minutes.
- Provide an Annual Report to the CPI Chair, if requested.
- Other reports as required
- Adhere to budget and become familiar with budget process for the Association
- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Directory)
- Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
- Answer correspondences as quickly as possible, with copies of correspondence given to appropriate officers and chairmen
- Participate in Annual Meeting Initiative Team and in the development of its program of work and accompanying budget.
- Prepare a plan of work for the year.
- Serve as a member of the Executive Committee of the Board of Directors.
- Assist the CPI Chair as requested
- Serve as the coordinator for the RYDY, RDTY, and EDL awards process including:
  - Announcing the process.
  - Working with the selection committee to determine the winners. **Committee includes:** Determined by Board of Directors in 2015-2016
  - Informing recipients, by letter, of the selection so that they arrange to attend Annual Meeting.
  - Sending a letter of appreciation to all nominees acknowledging their contributions. Inform them of the successful recipients.
  - Preparing a press release for recipients' choice of newspapers; including a photograph if possible. Provide a copy to IAND Newsletter. Coordinate activities with Media/Public Relations Chair.
  - Presenting awards. Coordinate corsages with Annual Meeting Social Chair.
  - Notify AND of selection.
  - Reviewing process and recommending appropriate changes to the Board.
- Serve as Co - Chair of the Annual Meeting Program Committee.
- Act as CPI Chair in the absence of the CPI Chair.
- Provide Treasurer with properly prepared expense reports.
- Respond to request from AND regarding position activities.
- Perform other duties as assigned by the IAND President.