



Job Description: IAND President Elect

Committee: Executive Board, Annual Meeting Initiative Team

Team Chair: No, Yes

Report to: N/A

Voting Status: Voting

Elected Position: Elected

Term of Position: One year

(Three year commitment)

One year as President- Elect

One year as President

One year as Past-President

Effective Date: June 1st

Responsible for Budget: President Elect

Expenditure Approval Needed: No

Board Meeting Attendance: Mandatory

Objectives:

- Become familiar with the duties and responsibilities of the President and all other offices
- Serve as General Chair of Annual Meeting Committee
- Plan goals for term as President
- Perform the functions of the office of President in absence of the President
- Work closely with the President to be able to transition smoothly into the role of President

Meetings

- Attend IAND Board Meetings and Annual Meeting.
- Submit agenda items to President
- Participate actively at Board Meetings
- Attend AND Annual meeting (FNCE) in Fall
- Attend AND President Elect Training in Spring

Reports

- Provide Annual Report to the President
- Provide message for newsletters and website (see Newsletter info)
- Other reports as required
- Submit roster of all elected and appointed state officers and district officers to Executive Director for AND Headquarters by April

Budget

- Budget to Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with the next person in the position
- 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

- FNCE, at location specified by AND
- IAND Annual Meeting
- IAND Board Meetings

Indiana Academy of Nutrition & Dietetics

Job Description: President Elect

Length of Term Responsibilities:

- 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
- Serve as General Chair of Annual meeting.
- Lead Annual Meeting Initiative Team and in the development of its program of work and accompanying budget, coordinating with CPI Chair.
- Prepare a plan of work for the year.
- Member of the Bylaws committee.
- Appoint Committee Chairs as Follows:
 - Registration
 - Exhibit/Sponsor chair(s)
 - Local Arrangements/AV
- Coordinate community activities and communications.
- Schedule date, meeting place, and hotel accommodations for future Annual Meetings with reserved block of rooms for IAND members, guests and speakers. Secure contract and billing information.
- Establish budget and registration fees. Present to the Board approximately 6 months in advance of the Annual Meeting.
- Update and maintain the Annual Meeting notebooks.
- Serve as a member of the Scholarship Committee.
- Serve as a member of the Finance Committee.
- Complete all appointed positions as soon as possible after election of new officers. Collaborate with President – Elect – Elect and current President for appointments. Refer to job descriptions for office term length for each position. (See Leadership Book for full list of positions).
- Coordinate with Executive Director to confirm all elected and appointed state and district officers, delegate, CPI, and committee chairs in May, and prepare a roster of all positions and to be distributed to all Board members at summer Board meeting in the Leadership Book.
- Perform other duties as assigned by the IAND President.
- Attend AND (FNCE) Annual meeting and AND President Elect Training
- Perform the functions of the President in his/her absence and as requested.
- Replace the President as Chair when reporting on debates.
- Maintain a file of materials and/or correspondence pertinent to the office.
- Maintain master file of all IAND elected and appointed positions.
- Submit articles to IAND newsletter.
- Provide Treasurer with properly prepared expense reports.
- Respond to request from AND regarding position activities.
- Review Job Description and submit suggested revisions to IAND President at April Board meeting. In conjunction with Executive Director, prepares appropriate materials for orientation session for new BOD members. Includes the following:
 - BOD meeting rules, BOD member responsibilities.

- Parliamentary procedure.
- Organization of IAND.
- Voting privileges.
- Job descriptions.
- Program of Work.
- Fiscal responsibility