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| IAND_Logo_colorRGB | Job Description:  Affiliate Delegate | |
| Board: Executive Board  Committee: Member Initiative  Team Chair: Yes  Report to: President  Voting Status: Voting  Elected Position: Elected  Term of Position: 3 years  Effective Date: June 1st  Responsible for Budget: Yes  Expenditure Approval Needed: Yes  Board Meeting Attendance: Mandatory | | ***Meetings***   * Attend IAND Board Meetings and Annual Meeting. * Submit agenda items to President per IAND calendar. * Participate actively at IAND Board meetings. * Attend all HOD Meetings to represent IAND members   ***Reports***   * Provide written reports to the IAND Secretary for minutes. * Provide an Annual Report to the President, if requested. * Other reports as required   ***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)   **Academy recommends to have 2 year break before being re-elected as Delegate** |
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| Objectives:   * Define and respond to the needs of IAND members * Create and Participate in activities that result in an effective representation of IAND members at the House of Delegates (HOD) * Chair of Member Initiative Team of IAND | |

**Indiana Academy of Nutrition & Dietetics**

**Job Description: Delegate**

**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 sent to appropriate officers and chairmen
* Chair Member Initiative Team and work on development of its program of work and accompanying budget, in relationship to strategic plan goals.
* Member of Bylaws committee.
* Prepare a plan of work for the year.
* Send IAND Executive Director Delegate information for updating the IAND website for members.
* Participate in HOD meetings
  + Consider being a table chair at Fall HOD if discounts are offered for service
* Participate in discussions, and vote on motions
* Contributes to and participates in achieving operating plans for HOD and /or IAND and their committees.
* Recommend Agenda items for HOD and IAND meetings
* Identifies topics for future deliberations at HOD and/or IAND meetings based on needs, concerns and interests of members.
* Maintains communication with HOD leadership team and responds to requests from Speaker and House Committees.
* Maintains communication with IAND constituents through mechanisms developed by HOD.
* Monitors Academy budget and addresses issues via HOD representatives on “Finance

Committee”.

* Accepts appointments for HOD and /or IAND committees, subcommittees and task force.
* Monitors the functions of HOD and/or IAND to ensure compliance with the Bylaws.
* Assists in orientation of and transfer of information to new delegates to ensure continuity.
* Provide Treasurer with properly prepared expense reports.
* Respond to request from the Academy regarding position activities.
* Perform other duties as assigned by the IAND President.
* Update Job Description and submit revisions to IAND President before April Board meeting.

Academy of Nutrition & Dietetics

Affiliate Delegate Job Description

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| CORE FUNCTION | ACTIONS | OUTCOMES |
| A. Member Focus | * Represent and advocate member issues impacting the profession * Maintain year round communications/dialogue with constituents utilizing EML (electronic mailing list), web page, fax and other mechanisms to reach members * Utilize expertise of all members through delegate communications * Chair of the Member Initiative Team | * Member issues are addressed in a timely manner * Members will be aware of the activities of the HOD and will know how to make their voice heard relative to professional issues |
| B. Information Systems/ Communication | * Assess and manage change and communicate to proactively position the profession for the future * Provide members with regular communications related to HOD and Association activities. Via Newsletters and Web * Information on HOD and Associated activities available on HOD Community of Interest and member only website | * Communication channels are effectively utilized to keep delegates and members aware of Association activities |
| C. Strategic  Thinking/Visioning | * Develop annual objectives for HOD and HLT and IAND to govern the profession and support the Strategic Plan * Provide input and direction to the * Strategic Plan both HOD and IAND Identify, prioritize and evaluate trends Receive updates on the status of the Strategic Plan * Conduct routine oversight of usual HOD activities that impact the profession, member services and/or HOD * Be an active member of IAND BOD. | * Strategic Plan will be utilized to prioritize financial resources and to guide management of the profession * HOD will operate in a timely, efficient, and member-responsive manner |
| D. Governance (Process for governing the profession) | * Help determine the size and structure of the HOD and IAND BOD * Monitor member issues, mega issues and resulting actions * Monitor outcomes of HOD and IAND motions * Provide oversight to Academy and IAND Bylaws | * The profession of dietetics is effectively governed to ensure member and professional issues are addressed |
| E. Professional  Leadership | * Position and educate members for leadership opportunities within the Associations and in their professional practice settings * Identify leaders (current and emerging) within the Association * Assist with recruitment and retention efforts related to leadership development | * Potential leaders are identified and groomed for future leadership roles |
| F. Setting Policy for the Profession | * Review, deliberate and recommend * policy and strategic direction for practice, education and research * Provide direction for quality management in dietetics practice * Review, debate and approve professional standards * Make recommendations for standards of education and standards of practice * Adopt and revise with the Commission * on Dietetic Registration a Code of Ethics for dietetics practitioners, disciplinary procedures for unethical conduct, and reinstatement conditions * Make recommendations on accreditation, approval, and related issues on the Commission on Accreditation for Dietetics Education * Make recommendations on standards, qualifications, and other issues related to credentialing to the Commission on Dietetic Registration * Identify issues and develop positions | * Policies affecting the profession will be science-based, reflect member values, and will strategically position the members to move the profession forward |