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| IAND_Logo_colorRGB | Job Description:Affiliate Delegate |
| Board: Executive BoardCommittee: Member InitiativeTeam Chair: YesReport to: PresidentVoting Status: VotingElected Position: ElectedTerm of Position: 3 yearsEffective Date: June 1st Responsible for Budget: YesExpenditure Approval Needed: YesBoard 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
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**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
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| 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
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| C. StrategicThinking/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
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| 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
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| E. ProfessionalLeadership | * 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
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| 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
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