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## Greater Akron Academy of Nutrition and Dietetics

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## 2019-2020 Open Board Positions & Descriptions

### **OPEN POSITIONS** *(scroll to bottom of this page for a description of all positions):*

#### **President** *(Open position)*

The President serves for one year and is responsible for:

1. Serve as the chief executive officer of the Association and chairman of the BOD.
2. Preside at all meetings of the membership and the BOD.
3. Have the general powers of supervision and active management usually vested in that office, and shall see that all orders and resolutions of the BOD are carried into effect.
4. Serve as a member of the Finance and Advisory Committees and a member ex-officio of all standing and special committees.
5. With BOD approval, appoint the Chairman and committee members of any standing committees designated during the term of office (Finance, Historian, Legislation, Reimbursement, Fundraising, Scholarship/Awards, Public Relations, Newsletter, Membership, Regulations, Advisory, and any other special committees).
6. Appoint qualified members to fill any and all vacancies except as specified in these Governing Documents.
7. Serve as the Association's representative to the OAND BOD with voting privileges. Provide the OAND board with requested reports.
8. With the treasurer, sign all contracts in the name of the Association.
9. Be responsible, with the President-elect, for the orientation of new board members. Keep members informed of activities.

#### **President-elect:** *(Open position)*

The President-elect serves for one year and on July 1 of the second year shall automatically become the President of GAAND.

The President-elect is responsible for:

1. Succeed to the office of the President in case of vacancy in that office and then shall serve as President until the end of the second fiscal year after the vacancy occurs.
2. Perform the functions of the President in the absence of the President.
3. With BOD approval, appoint the Chairman and members of all standing and special committees to serve during term as President.
4. Be familiar with the duties of each of the elected and appointed officers and of committees.
5. Forward to the OAND office the list of officers for President-elect's term of office as President.
6. Attend all meetings of the Association and the BOD.

**Treasurer: *(Open position)***

The Treasurer serves for two years and is elected in each odd year and responsible for:

1. Attend all meetings of the Association and the BOD.
2. Receive and have custody of all funds and securities of the Association.
3. Collect and receive all dues and monies paid to or belonging to the Association and deposit these funds once a month in the name and to the credit of the Association in such depositories as designated by the Finance Committee.
4. Serve as the Chairman of the Finance Committee.
5. Report financial status of the Association to the BOD at each Board meeting and provide an annual financial report to the membership.
6. Prepare and submit annual budget to the BOD for approval.
7. Ensure that an independent examination (audit) of the Association's financial records is conducted annually.
8. Be a member of the Scholarship and Awards Committee.
9. Notify each committee of the monies budgeted for the use of that committee.
10. Assist with registration at general membership meetings, providing a cash drawer for collection of dues or nonmember fees.
11. Be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Association.

**The Chairman of the Council on Professional Issues *(Open position)***

Shall serve for one year July 1 to June 30

The chairman is responsible for:

1. Attend all meetings of the Association and the BOD.
2. Coordinate, with the President, the programs for the appointed year.
3. Set meeting times and locations in host facilities.
4. Arrange presentations for each meeting relevant to the needs of the Association.
5. All correspondence with the host facility and the speaker.
6. Obtain meeting sponsorship for the light-bite and speaker's honorarium.
7. Entertain, assist and introduce the speaker at each meeting.
8. Provide all media tools for the speaker, including any facility –specific media training.
9. Submit for continuing education units with the Commission on Dietetic Registration of the American Dietetic Association.
10. Provide registration sheets, name tags, and other materials as deemed necessary at each meeting.
11. Provide the program agenda for the year to the Board in August for disbursement to the members.
12. In the absence of the President and the President-elect, the Chairman of the Council on Professional Issues will preside at GAAND meetings.

### **The Chairman-elect of the Council on Professional Issues**

#### **(Open Position)**

Serve for one year (July 1 to June 30) and on July of the second year shall automatically become Chairman.

The chairman is responsible for:

1. Attend all meetings of the Association and the BOD.
2. Perform the functions of the Chairman in the absence of the Chairman.
3. Shall serve as member of the Finance Committee.
4. Assist with member registration at GAAND meetings.
5. Plan programs, with the President-elect, for the following year. (See Chairman functions above).
6. Obtain media training per the direction of the Chairman.
7. Distribute a member survey, as deemed necessary, for input on speakers, locations, times, etc.

### **Nomination Chairman (Open position)**

The chairman is a one-year appointment, renewable.

The Nominating Committee shall:

1. Designate annually a slate of candidates for office to include a minimum of:
  - a. One candidate for office of President elect.
  - b. One candidate for office of Secretary (even years).
  - c. One candidate for office of Treasurer (odd years).
  - d. Two candidates for office of Chairman-elect of the Council on Professional Issues.
  - e. Two candidates for the two elected positions of the Nominating Committee.
2. Designate the slate of candidates for any special elections – like the Ohio Academy of Nutrition and Dietetics Member Awards.
3. Submit the slate of candidates for regular and special elections to the BOD for approval.
4. Serve as the Teller's Committee and conduct an accurate vote count for all regular and special elections and submit results to the President.
5. Assign one member of the Nominating Committee to attend each meeting of the Association and to assist with member registration.

### **Public Relations** *(Open position)*

This is a two-year commitment with the first year as co-chairman and succeeding as Chairman the following year.

The chairman is responsible for:

1. The co-chair assists the chairman in serving as the District Media Representative for GAAND and OAND.
2. It is the responsibility of this committee to plan and coordinate all marketing and public relation activities for the Association.
3. The committee is to provide requested information to OAND for publication.
4. The public relations chairman and co-chairman are to attend the State media conference whenever this is held (usually biannually).

### **Scholarship Chairman** *(Open position)*

The chairman is a one-year appointment, renewable.

The chairman is responsible for:

1. In charge of organizing the scholarship committee which should consist of 5 members, including the treasurer.
2. The committee is responsible for soliciting scholarship candidates in January of each year. The committee members will convene at least once

in the spring to review scholarship applications and award scholarships to appropriate candidates.

3. The chairman is responsible for notifying the scholarship recipients, and inviting them to the final general membership meeting of the year for presentation of the scholarship. The list of recipients should also be given to the newsletter chairperson for publication.

### **Newsletter Chairman** *(Open position)*

The chairman is a one-year appointment, renewable

This chairman shall be responsible for:

1. Compiling, editing, printing, and mailing of the GAAND newsletter.
2. The newsletter shall be published as directed by the BOD.
3. The membership chairman is a member of this committee.

### **Regulations Chairman** *(Open position)*

This is a one-year appointment, renewable.

This chairman is responsible for:

Preparing revisions in the Governing Documents (By-Laws) and submitting such revisions, in writing, to the Ohio Academy of Nutrition and Dietetics Board of Directors.

### **Membership Chairman** *(Open position)*

This is a one-year appointment, renewable.

The chairman is responsible for:

1. The official list of names and addresses of each member of GAAND and is responsible for publishing the annual directory of membership during the fall of each year and addendums as needed.
2. Providing an updated list of members at each general membership meeting for member registration.
3. For soliciting sponsorship of the membership directory.
4. For a member of the OAND membership committee, and responsible for all activities in that role.
5. Coordinate career guidance and recruitment activities for the Association.
6. The chairman should be supported by a committee, which includes the secretary.

### **Fundraising Chairman** *(Open Position)*

This is a one-year appointment, renewable.

The chairman is responsible for:

1. Raising funds throughout the year to benefit the operating budget of the Association and the fund scholarships and other needs per the direction of the BOD.
2. The chairman is responsible for planning activities throughout the year to raise such funds.

A committee should be appointed to support the chairman.

**Reimbursement Chairman** *(Open Position)*

This is a one-year appointment, renewable.

The chairman is responsible for:

1. Serving as a district liaison on the Reimbursement and Coverage committee of OAND.
2. Attending the Fall Ohio Academy of Nutrition and Dietetics Board of Directors meeting and the Reimbursement conference when it is held.

A committee shall support this chairman. The chairman and committee shall keep the membership apprised of any reimbursement issues and its effect on the Association.

**Student Liaison** *(Open positions- will take more than one student from varying institutions)*

This is a one-year appointment, renewable.

The Liaison is responsible for:

1. Keeping communication between the Student Dietetic Association and GAAND open
2. Communication any information about meetings and events to students
3. Should be a member of the Student Dietetic Association