

House of Delegates Director Position Description

Term

3 positions serving staggered terms

3-year term

Part I: Qualifications

- Member of the Academy in the Active or Retired classification
- Served in the House of Delegates as an elected or appointed delegate in the past 10 years or has experience on another non-profit/association board of directors
- Registration with the Commission on Dietetic Registration preferred
- Demonstrates leadership qualities
- Has additional experience in activities and operations of the Academy, such as participation in national, DPG, MIG and Affiliate and/or district dietetic associations

Part II: Requirements

- The HOD Director position serves on the Academy Board of Directors (BOD) and House Leadership Team (HLT).
- The HOD Director shall serve a three (3) year term.
- The HOD Director serves a dual role; one as an active member of the BOD with the same rights and privileges as Board members and another as an active member of the HLT.

Part III: Time

The HOD Director position requires a time commitment of 2-3 hours each week, in addition to travel and meetings as Board members. This could include virtual meetings, conference calls, online discussions and Critical Issues Task Forces participation. Additional time is required for correspondence, and planning related to the work of the BOD and HOD/HLT.

Overview of Meetings

- BOD face to face and virtual meetings: approximately seven (7) meetings per year: three (3) in-person and four (4) virtual
- Food & Nutrition Conference & Expo™
- HLT conducts official meetings every 4-6 weeks, which usually last 1½ hours and planning meetings as determined by the Speaker
- HOD meetings for 1.5 hours every other month (subject to change)

The position may require additional time and talent for special projects and/or task force assignments from the House of Delegates/HOD Leadership Team and the Board of Directors.

Part IV: Recommended Skill Sets and Attributes

- [See Universal Skill Sets](#)

Part V: Functions

- Serves as a member of the HOD and the HOD Leadership Team
- Serves as a member of the Board of Directors
- Serves as a liaison to other groups as requested by the Academy President and the House of Delegates Speaker
- Collaborates with other HLT members to facilitate the HOD meetings and works with content experts and task forces.
- Works with other HOD Directors to triage professional and member issues, facilitating and/or appointing task forces, facilitating team decision-making and consensus building to help accomplish the Academy's mission, vision, and strategic goals
- Encourages and promote inclusion, diversity, equity, and access
- Performs other duties as designated by the Academy President and HOD Speaker