

## President-elect, President or Immediate Past President Position Description

### Term

- 3 positions serving staggered terms
- 3-year term (1 year as President-elect, 1 year as President, 1 year as Immediate Past-President)

### Part I: Qualifications

- Member of the Academy in the Active or Retired classification
- Demonstrated experience on and recognized contribution to the Board of Directors and in activities and operations of the Academy or other National Organization
- Participation in national and affiliate and/or district dietetic association activities
- Experience in one or more of the organization units of the Academy during the past five (5) years
- Experience with other related organizations
- Demonstrates leadership skills and in-depth knowledge of the profession
- Demonstrated experience in providing strategic direction, management, collaboration, team building and fiscal planning
- Registration with the Commission on Dietetic Registration preferred

### Part II: Requirements

- The President-elect shall serve for one (1) year. As President-elect, works closely with President in learning role and responsibilities to ensure continuity and fills in as needed. At the end of this term the President-elect shall become President and serve for one (1) year. At the end of this term the President shall become Immediate Past-President and serve for one (1) year.
- **Time**
  - **President-elect:** Requires a time commitment of approximately two and a half (2.5) months each year or about one week per month for virtual and in-person meetings and travel in addition to the Food & Nutrition Conference & Expo™. This includes serving on the Board Executive Committee, Compensation Committee, Foundation Board of Directors, Legislative & Public Policy Committee, Finance and Audit Committee, the Committee for Lifelong Learning and other committees as designated. Additional time is required for presentations at internal and external organization meetings and events. An invitation to the President-elect to present can be transferred at the discretion of the President in consultation with the CEO. Willingness to commit time and talent to special projects and/or task force assignments, if needed, from the Board of Directors.
  - **President:** Requires a time commitment of approximately five (5) months each year or about two weeks per month for virtual and in-person meetings and travel in addition to the Food & Nutrition Conference & Expo®. This includes serving on the Board Executive Committee, and Compensation Committee. Additional time is required for presentations at internal and external organization meetings and events. An invitation to present can

be transferred at the discretion of the President in consultation with the CEO. Willingness to commit time and talent to special projects and/or task force assignments, if needed, from the Board of Directors.

- **Immediate Past-President:** Requires a time commitment of approximately two and a half (2.5) months each year or about one week per month for virtual and in-person meetings and travel in addition to the Food & Nutrition Conference & Expo®. This includes serving on the Board of Directors, the Nominating Committee, the Honors Committee and other committees as designated. Additional time is required for presentations at internal and external organization meetings and events. An invitation to the Immediate Past President to present can be transferred at the discretion of the President in consultation with the CEO. Willingness to commit time and talent to special projects and/or task force assignments, if needed, from the Board of Directors.

Note: A stipend is provided for the positions of President-elect, President and Immediate Past-President to cover expenses incurred on behalf of the Academy.

### **Part III: Recommended Skill Sets and Attributes**

The universal skill set applies to all positions on the national ballot.

#### **Specific to President/President-elect/Immediate Past President**

- Demonstrates servant-leadership
- Possesses experience and familiarity with the role of a Board of Directors
- Possesses a working knowledge and understands the operations of the Academy
- Thinks strategically, globally and futuristically taking into account the needs of the entire membership, including competing factions/trends
- Demonstrates an understanding of conflict resolution
- Ability to inspire member confidence and lead a group of diverse individuals
- Differentiates between organizational and professional issues
- Utilizes appropriate communication methods and skills to meet the needs of various audiences
- Demonstrates public social skills and presentation skills
- Is visionary
- Understands board-member-staff interrelationships
- Demonstrates meeting management and facilitation skills
- Ability to work confidently with the media and internal and external audiences
- Demonstrates ongoing knowledge of the evolving nutrition and dietetics profession

#### **Part IV: Functions**

- *As President-elect*
  - Serves as a member of the Board of Directors and its Executive Committee
  - Serves as a member of the Compensation Committee, Foundation Board of Directors, Legislative & Public Policy Committee, Finance and Audit Committee, the Committee for Lifelong Learning and other committees as designated

- Performs the functions of the office of president in the president's absence or when the president is unable to perform the functions of the president as determined by the Board of Directors
  - Appoints the chair and members of all standing committees to serve during the president-elect's term as president
  - Performs such other duties as may be designated by the Board of Directors
  - Serves as official spokesperson of the Academy
  - Participates in public policy efforts and Action Alerts
- *As President*
    - Serves as the chair of the Board of Directors and its Executive Committee and Compensation Committee
    - Appoints the chair and members of any special committees of the Board of Directors and official Academy representatives
    - Serves as an ex-officio member without vote on committees of the Board of Directors
    - Serves as official spokesperson of the Academy
    - Participates in public policy efforts and Action Alerts
- *As Immediate Past-President*
    - Serves as a member of the Board of Directors
    - Serves as an ex-officio member on the Nominating Committee
    - Serves as Chair of the Honors Committee
    - Serves as official spokesperson of the Academy
    - Participates in public policy efforts and Action Alerts