

NDEP Position Description – Chair

POSITION DESCRIPTION: The Chair represents NDEP members. The Chair mentors the Vice-Chair in learning the role and responsibilities of the office.

TERM OF OFFICE: The Chair must be an active member of the Academy and a member of NDEP. The Chair will be elected by NDEP members (as Vice-Chair) and will complete a three (3) year term. He or she will serve the first year as Vice-Chair of the NDEP Council. At the end of this term, the Vice-Chair becomes Chair and serves a one-year term. At the end of the term as Chair, the Chair becomes the Past-Chair and continues for one-year term, completing the three years of service.

TIME COMMITMENT: The position of NDEP Chair requires a time commitment of approximately 5-7 days each year for meetings and travel including participation in the face-to-face NDEP Council Meeting, Member Breakfast, and other relevant meetings in October during FNCE. Additional time is required for conference calls, correspondence, planning, writing reports, etc. Depending on NDEP's program of work, this time commitment may be greater.

RESPONSIBILITIES:

- Serves as Chair in the second year of a three-year term of office
- Facilitates the work of the leadership team¹ and the NDEP council²
- Has the general powers of supervision and active management of NDEP and NDEP Council
- Plans and facilitates conference calls and meetings; calls for conflicts of interest; carries out the program of work; and reports to the Academy's board on request or as needed
- Monitors the program of work and budget with the Academy's education team
- Chairs the NDEP functions at Academy's Food & Nutrition Conference & Expo (FNCE®) and reports updates at the regional meetings
- Shares Chair responsibilities with and mentors the Vice-Chair to assume office
- Responds to issues and requests from internal Academy organizational units and external organizations
- Communicates with Academy Board of Directors, ACEND, CDR and Council on Future Practice (CFP) as needed.
- Attends one of the three Spring Meetings and provides the NDEP Report
- Appoints the NDEP Council Public Member and Graduate Student representative
- Writes a Chair's Report for the quarterly NDEP-Line newsletter
- Performs other duties as needed.

¹NDEP Leadership Team: Chair, Vice Chair and Past-Chair

²NDEP Council voting members include: Chair, Vice-Chair, Past-Chair, Regional Directors, Delegate, Preceptor Director and Public Member. Non-voting members of the NDEP Council are the Academy organizational unit liaisons, staff liaisons and graduate student representative.