

Core Functions with Delegate Roles and Responsibilities

The purposes of the Core Functions are:

- To provide direction for the HOD to address Critical Issues facing the profession.
- To prevent duplication of work by the HOD and other Academy Organizational Units.
- To promote collaboration with all Organizational Units.
- To guide delegates to understand their roles in meeting the needs of members.
- To contribute to the development, execution, dissemination and surveillance of the Strategic Plan based on the current environment.
- To align with the HOD Program of Work and be shared with the House and the Board of Directors on a regular basis.
- To serve as the foundation for the HOD Manual, which will assist delegates in understanding their role.

The Core Functions will continue to evolve over time and need to be regularly reviewed and revised by the HOD Leadership Team.

Core Functions Overview

Governance

- Monitor Critical Issues
- Participate in HOD issue dialogues
- Monitor outcomes of HOD dialogues
- Provide oversight to Academy bylaws
- Vote on HOD motions

Strategic Thinking/Visioning

- Identify, prioritize, and evaluate trends
- Support the Academy's Strategic Plan
- Utilize the Council on Future Practice (CFP) Change Drivers

Informing (Shaping) Policy for the Profession

- Identify and provide input on the strategic direction for practice, education, and research
- Collaborate to provide input for and adopt the Code of Ethics for the Nutrition and Dietetics Profession

Member Focus

- Advocate for members and respond to member needs

Communications

- Maintain year-round, two-way communications with constituents
- Respond to HOD communications

Professional Leadership

- Position members for leadership opportunities
- Collaborate with all delegates, affiliate leaders, DPG and MIG leaders, and the Nominating Committee to identify, recruit, and retain leaders within the Academy

Finance

- Promote the value of Academy membership
- Monitor Academy budget and financial updates

Advocacy/Public Policy

- Support activities within the Public Policy Action Plan (see Grassroots Advocacy Guidebook)
- Participate in policy meetings and events with legislators

Products and Services

- Identify, as appropriate, gaps in current products/services as related to Critical Issues
- Serve as a subject matter expert as appropriate

Roles and Responsibilities

Governance

- Establish size, structure, and function of the HOD while complying with Bylaws, policies, and procedures
- Provide oversight to Academy bylaws
- Identify Critical Issues, gather member input, review backgrounder(s) and pre-meeting materials, engage in dialogue and deliberations with delegates
- Participate in and monitor outcomes of HOD dialogues
- Vote on HOD motions

Strategic Thinking/Visioning

- Review the goals for the HOD Program of Work supporting the Academy's Strategic Plan
- Proactively conduct routine oversight of HOD activities that impact the profession
- Participate in the visioning process for future practice and education as conducted by the Council on Future Practice
- Identify, prioritize, and evaluate trends in the profession

Informing (Shaping) Policy for the Profession

- Identify Critical Issues, deliberate and provide input for practice, education, and research
- Participate in and encourage member engagement in requests from Academy organizational units, such as open comment periods, provide input on issues related to Commission on Dietetic Registration (CDR) Accreditation Council for Education in Nutrition and Dietetics (ACEND), Council on Future Practice visioning process, Code of Ethics for the Nutrition and Dietetics Profession, Academy's Strategic Plan
- Collaborate to provide input for and adopt the Code of Ethics for the Nutrition and Dietetics Profession

Member Focus

- Serve as advocates for members by addressing issues impacting the profession
- Identify topics for future dialogue and deliberations at HOD meetings based on needs, concerns, and interests of members
- Communicate member feedback to the House Leadership Team
- Identify Think Tank members for unique perspectives and expertise

Communications

- Maintain year-round communications/dialogue with constituents
 - Communicate Critical Issues and resulting action and outcomes to membership
 - Use various mechanisms (i.e. email, websites, electronic mailing lists, phone, member and executive committee meetings, publications) to connect with all constituents
 - Inform members about Academy initiatives and programs
 - Report HOD actions to members
- Disseminate communications related to the HOD and Academy activities on www.eatrightpro.org to members
- Participate in delegate dialogue/posts on HOD Community of Interest (Col)

Professional Leadership

- Recruit, develop, and retain leaders within the HOD and the Academy Organizational Units
 - Collaborate with Affiliates, DPGs, MIGs, Nominating Committee, and others
- Position and educate members for leadership opportunities within the Academy and in their professional practice settings
- Ensure HOD leadership continuity through orientation and transition planning to new delegates

Finance

- Promote the value of Academy membership
- Monitor Academy budget and financial updates
 - Provide input and direction to the BOD regarding the Academy budget planning process
 - Monitor the Academy budget and address issues via HOD representatives on Finance & Audit Committee
 - Deliberate and approve membership dues and the formula for dues payment to Affiliate associations (per Academy Bylaws)
 - Receive financial updates including the annual report

Advocacy/Public Policy

- Support activities within Public Policy Action Plan at Affiliate and/or DPG level
- Participate in local, state and national level policy meetings and events with legislators
- Respond to and encourage constituents to respond to Grassroots Action Alerts
- Assist with planning and implementation of communication strategies on messages related to legislative and regulatory issues

Products and Services

- Develop recommendations for potential products and services related to Critical Issues, as applicable
- Function as a subject matter expert for the development of new products/services, as appropriate