

# PRESIDENT

## ***The President shall: (Article IX, Section 2)***

1. Serve for one (1) year and be the Chief Executive Officer of the CT Academy and Chair of the Executive Committee and the Board of Directors, and then shall serve one (1) year as Past President and member of the Executive Committee.
2. Preside/set agenda at all meetings of the CT Academy, the Executive Committee, and the Board of Directors.
3. Oversee all business of the CT Academy.
4. Be a member of the Finance Committee.
5. Be a member ex officio without vote of all Standing and Special Committees, except the Nominating Committee.
6. Appoint the Chair of any Standing and Special Committees.
7. Appoint official representatives to allied groups subject to the approval of the Executive Committee.
8. Keep membership informed of state activities via a variety of communication (e.g . listserv, website, social media and other electronic communication).
9. Make suggestions with the assistance of the Executive Committee for Academy Awards, Honorary members, national offices, and state leaders, and submit the names to the Academy Headquarters as requested.
10. Represent the CT Academy at all meetings and activities planned for Presidents at the Academy of Nutrition and Dietetics Food & Nutrition Conference and Exhibition.
11. Appoint/nominate a new BOD member to fill vacancies due to resignation/removal.
12. Have general powers of supervision and active management usually vested in the office of president.
13. Represent the CT Academy in all ceremonial and protocol functions, or delegate another person to do so.
14. Ensure that the Strategic Plan is used to develop an annual program of work for the BOD. Plan means of communicating the program to all members.
15. Receive regular reports from the BOD members.
16. Prepare Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
17. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

## Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Monitor and submit updated Strategic Plan on a regular basis.
- d) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- e) Communicate BOD activities to your committee members.

f) Assist in the orientation of, and transfer of information to, new appointee.

Revised 4/14/23

## PRESIDENT-ELECT

### ***The President-Elect shall: (Article IX, Section 3)***

1. Be elected by the membership to serve for one (1) year as a member of the Executive Committee and the Board of Directors, and shall then automatically become President of the CT Academy.
2. Perform the functions of the office of President in the absence, disability or removal of the President.
3. Appoint the chairpersons of all standing and special committees to serve during the President-Elect's term as President.
4. Assist the President with the development and implementation of the Strategic Plan.
5. Ensure that the Strategic Plan is a working document and monitored regularly.
6. Be a member of the Finance Committee.
7. Serve as Chair of the Policy and Procedure/Bylaws Committee and maintain a current Operations Manual for the CT Academy to reflect policy or procedural changes of the Executive Committee and Board of Directors.
8. Be familiar with the duties and responsibilities of the President and all other officers and act as coordinator of committees that impact the internal affairs of the CT Academy.
9. Represent the CT Academy at the annual Academy FNCE if the President is unable to attend.
10. Perform such other duties as may be designated by the Executive Committee or President.
11. Assist President in the preparation of Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
12. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor updated Strategic Plan on a regular basis and support president in achieving goals..
- e) Submit budget requests to the Finance committee and monitor records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 5/2/23

## PAST-PRESIDENT

### ***The Past-President shall: (Article VI, Section A)***

1. Serve for one (1) year on the Board of Directors and be a member of the Executive Committee.
2. Be a member of the Finance Committee.
3. Provide consultation to the President and/or President-Elect regarding CT Academy matters requiring historical data or perspective upon request.
4. Make suggestions to the President and the Executive Committee for Academy Awards, Honorary members, National offices and State leaders.
5. Serve as a resource to committees as appropriate.
6. Serve as an ex-officio member of the Nominating Committee.
7. Perform such other duties as may be designated by the Executive Committee or President.
8. Assist President in preparing the Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
9. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.
10. Assist/mentor the incoming President with organizing the June transition meeting and ensure that all documents related to CAND business are transitioned.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 4/25/23

## DELEGATE

### ***The Delegate shall: (Article IX, Section 4)***

1. Be elected by the members, serve for three (3) years and be a member of the Executive Committee, the Finance Committee and the Board of Directors. (Academy Bylaws, 2002)
2. Have a working knowledge of the Bylaws of the Academy, CT Academy, the Standing Rules of the House of Delegates and the Manual for members of the House of Delegates.
3. Accepts appointments for HOD committees, subcommittees and task forces and Tactical Workgroups and completes assigned tasks.
4. Assesses, addresses and communicates professional and member issues and concerns from the membership to the HOD Leadership Team.
5. Assists in orientation of and transfer of information to new delegate to ensure continuity.
6. Contributes to and participates in achieving goals for HOD and HOD committees.
7. Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns and interests of members.
8. Maintains communication with through mechanisms developed by HOD; may include attendance at meetings or on conference calls, writing articles, soliciting input; facilitating group discussions at established times, such as Academy FNCE, affiliate, DPG, CDR, CADE or student meetings or designated teleconferences.
9. Maintains communication with HOD Leadership Team and responds to requests from Speaker and House committees.
10. Monitors the Academy budget and addresses issues via HOD representatives on Finance & Audit Committee.
11. Monitors the functions of the HOD to ensure compliance with the Bylaws and policy and procedures.
12. Participates in discussions, makes and votes on motions.
13. Participates in electronic dialogues, deliberations and voting in the HOD communication platform (i.e. My Groups/My Committees).
14. Participates in HOD activities to identify and prioritize trends in the profession.
15. Participates in HOD meetings and formal electronic dialogues.
16. Presents verbal and written reports of House actions and relevant CT Academy activities to members through meetings and publications in newsletters or other mailings.
17. Act as a resource person regarding current developments in all areas of CT Academy activities/policies.
18. Send copies of all pertinent correspondence to the CT Academy President and President-Elect.
19. Confer with Member-at-Large, providing information and materials needed.
20. Serve as a member of the Policy and Procedure/Bylaws Committee.
21. Attend all Executive Committee, Board of Directors and Annual Meetings, and report.
22. In addition, The Delegate must comply with the AND HOD guidelines as referenced below:

The House of Delegates is comprised of several different types of delegates (Affiliate, Dietetic Practice Groups, Members Interest Groups, At-Large) who all have similar basic responsibilities. Terms and selection process vary by delegate type as noted below. Procedures for electing and filling vacancies for Affiliate Delegates and Chair of Delegates will be determined by each Affiliate. This is a good policy for delegates to use with their board and executive committees when reviewing and updating position descriptions.

### 3 Year Term

#### *Specific to **Affiliate Delegates***

- Elected by affiliate membership
- Serves as a member of, or is represented on, the governing board of the Affiliate

#### *Specific to **Dietetic Practice Group Delegates***

- Elected by Dietetic Practice Group membership
- Serves as a member of, or is represented on, the governing executive committee of the DPG
- Serves as a technical expert in a particular area of practice, education, or research for other delegates
- Identifies and proposes to the HOD initiatives in dietetics research, education, and practice

#### *Specific to **Member Interest Group Delegates***

- Elected by Member Interest Group membership
- Serves as a member of, or is represented on, the governing executive committee of the MIG.
- Assesses, addresses, and communicates member issues and concerns to HLT.

#### *Specific to **NDEP Delegate***

- Elected by NDEP membership
- Serves as a member of, or is represented on, NDEP council

#### *Specific to At-large Delegate: **Nutrition and Dietetic Technician, Registered***

- Elected by Academy membership
- Serve as a technical expert regarding nutrition and dietetic technician, registered role
- Promotes awareness of nutrition and dietetic technician, registered skills and scope of practice
- Increases visibility of NDTR members within the Academy.
- Assesses, addresses, and communicates NDTR member issues and concerns to HLT

#### *Specific to At-large Delegate: **Retired***

- Elected by Academy membership
- Assesses, addresses, and communicates retired member issues and concerns to HLT.

#### *Specific to At-large Delegate: **30 Years of Age or Under***

- Elected by Academy membership
- Assesses, addresses, and communicates 30 and under member issues and concerns to HLT.

### 1 Year Term

#### *Specific to At-Large Delegate: **Accreditation Council for Education in Nutrition and Dietetics (ACEND)***

- Appointed by ACEND
- Serves as a technical expert regarding nutrition and dietetics education
- Provides a broad-based perspective on professional issues as it relates to dietetic education,

credentialing, and students

- Non-voting member of the House of Delegates

*Specific to At-Large Delegate: **Commission on Dietetic Registration***

- Appointed by CDR
- Serves as a technical expert regarding credentialing of practitioners.
- Provides a broad-based perspective on professional issues as it relates to dietetic education, credentialing, and students.
- Non-voting member of the House of Delegates

*Specific to At-Large Delegate: **Student***

- Appointed by the Academy President-elect and Speaker-elect.
- Assesses, addresses, and communicates student member issues and concerns to the HLT.

**Qualifications**

- Demonstrated leadership in the profession and membership in the Academy
- Demonstrated ability to network and communicate respectfully and effectively with one's peers and colleagues
- Demonstrated participation and engagement in Academy activities and functions (i.e. Affiliate Board, DPG/MIG Executive Committee, etc.)
- Demonstrated ability to represent members' issues and act as a "representative of"

**Requirements and Time Commitment**

Regular, continued engagement in all HOD and/or Affiliate/DPG/MIG activities, including full attendance at HOD at all HOD meetings, Task Forces and PODS discussions, and other duties as requested by the House Leadership Team (HLT). Expect more time prior to and after all HOD meetings (10+ hours per week) and with participation in Subject Matter Expert Task Forces and Subcommittees (5+ hours per week).

- Attend, prepare, and be actively engaged in discussion at all HOD Meetings
- Read and respond to Speaker Messages and calls to action
- Communicate via the HOD Communications Platform (COI)
- Participate in discussions with the HOD PODS (Power of Delegate Support) Program
- Communicate with Affiliate/DPG/MIG leadership
- Facilitate a two-way dialogue with members of the HOD and HLT
- Assist in orientation and transfer of information to new delegates to ensure continuity.

**Recommended Skill Set**

- Ability to engage a constituent group in a two-way dialogue and reflect the issues of the group represented
- Communicate effectively in soliciting input and feedback
- Manage personal and professional time to be present and active for all meetings and discussions
- Ability to identify and address Critical Issues
- Ability to effectively use technology for HOD work. This is not limited to a computer for work related to the HOD, basic familiarity Office products, Survey Monkey, etc. Comfort in using Academy website, HOD Communications Platform, and using virtual meeting platforms.

## Functions

- Serves as a member of the House of Delegates
- Fulfills Core Functions with Delegate Roles and Responsibilities
- Engages in at least one Task Force and/or Subcommittee per Term of Service
- Performs functions, as needed, to assist in facilitating the work of the HOD
- Performs other duties as may be assigned by the Speaker
- Identifies leaders within their constituency
- Encourages and promotes IDEA (inclusivity, diversity, equity and access).

## Term of Service

- Elected delegates serve a three-year term and may be elected to a 2<sup>nd</sup> three-year term for a total of 6 consecutive years. After serving two consecutive three-year terms, 1 year away from the HOD is required before running for an Affiliate, DPG, MIG or At-Large Delegate position. Delegates appointed to complete a vacant term may still run for and serve two consecutive full terms.
- At-Large appointed delegates serve a one-year term, unless otherwise indicated by the organizational unit.

Refer to the additional AND Document entitled "HOD Core Functions, Roles, Responsibilities for any additional core responsibilities

Responsibilities of all CT Academy of Nutrition BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 4/26/23



## **MEMBER-AT-LARGE**

### ***The Member-at-Large shall: (Article IX, Section 5)***

1. Shall be elected by the membership to serve for two (2) years as a member of the Executive Committee and the Board of Directors.
2. Serve on the Membership Committee.
3. Serve as a liaison to CT Academy committees and to outside groups as requested by the President.
4. Attend all meetings of the CT Academy, Executive Committee and the Board of Directors.
5. Assist in legislative efforts as needed and with gaining recognition of RDN's as healthcare providers in State agencies.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 4/26/23

## TREASURER

### ***The Treasurer shall: (Article IX, Section 6)***

1. Be elected by the membership to serve for two (2) years as a member of the Executive Committee of the Board of Directors and Chair of the Finance Committee.
2. Work closely with the Executive Office to oversee custody of all funds and securities of the CT Academy, and see that full and accurate records of all accounts and all income and disbursements are kept in books belonging to the CT Academy.
3. In conjunction with Finance Committee, prepare the annual budget of the CT Academy
4. Direct the collection and disbursement of all monies of the CT Academy. Distribute committee budgets to chairs and monitor expenditures of each committee to ensure adherence to budget.
5. Prepare quarterly financial reports for the Executive Committee and year-end financial statements submitted to the membership.
6. Prepare monthly reconciliation summary for the Executive Committee. Update all transactions in QuickBooks and perform reconciliation in QuickBooks monthly.
7. See that full and accurate records are kept. Upload all invoices and receipts into Google Drive folder which is to be shared with Executive Committee . Submit to a Certified Public Accountant for review or audit.
8. File required income tax statements when due.
9. Work in conjunction with accountant to ensure that 1099s are filed in a timely manner- this is usually due at the end of January.
10. See that reimbursement procedures are followed.
11. Retain copies of the Financial Statements for the past five (5) years to be used as reference for the Finance and Executive Committees
12. Update income spreadsheet from membership dues and send to Executive Committee and Membership Committee monthly.
13. Plan an orderly transition from the current CT Academy Treasurer to the newly-elected Treasurer. Coordinate the transition of account authorizations for Treasurer, Treasurer-Elect, and President, President-Elect.
14. Have any and all powers and functions usually vested in the office of the Treasurer.
15. Assist President in the preparation of Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
16. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.
17. Function as the primary liaison to the CPA. All communications to the CPA is to come through the acting Treasurer.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.

- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 3/21/23

## TREASURER-ELECT

### ***The Treasurer-Elect shall: (Article IX, Section 6.1)***

1. Be elected by membership to serve for one year as a member of the Board of Directors and Finance Committee.
2. Work closely with the Treasurer, as a trainee, to become acquainted with all duties of the Treasurer such as, oversight of custody of funds and securities, financial record maintenance, financial report preparations, filing of income tax statements for the accountant, reimbursement of funds to members, and other financial duties that may arise.
3. Prepare for two year term as Treasurer.
4. Assist President in the preparation of Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
5. Attend all meetings of the CT Academy, Finance Committee and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 3/21/23

## SECRETARY

### **The Secretary shall: (Article IX, Section 7)**

1. Be elected by the membership to serve for two (2) years as a member of the Executive Committee and the Board of Directors.
2. Be responsible for the preparation and distribution of minutes for all meetings including conference calls, of the Executive Committee and Board of Directors. Distribute meeting minutes to EOM for distribution to the BOD.
3. Provide all correspondence and records from your tenure to the incoming Secretary.
4. Correspondence representing the CT Academy Board of Directors will be penned on CT Academy of Nutrition letterhead.
5. Be responsible for maintaining written record of all motions made and actions taken at Executive Committee and Board of Directors meetings via recorded meeting minutes. Ensure final meeting minutes are posted on the CT AND Google drive.
6. In the temporary absence of an Executive Office Manager, will carry out the most pertinent EOM duties at that time.
7. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.
8. Assist in the orientation of, and transfer of information to, newly elected secretary.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files during tenure.
- c) Provide any pertinent updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.

Reviewed 5/10/23

## MEETING/ CONFERENCE CHAIR

### ***The Meeting/ Conference Chair shall: (Article IX, Section 8)***

1. Serve for one (1) year as a member of the Executive Committee and the Board of Directors of the CT Academy.
2. Serve as the Program Committee Chair for the Annual meetings:
  - a) Recruit members to the Program Committee as needed.
  - b) Plan, coordinate, and present Annual meetings. Select timely, appropriate meeting topics that respond to the needs of the membership.
  - c) Submit estimated budget (expenses and revenue) to Executive Committee and Treasurer for approval. Sign contracts for meeting facilities.
  - d) Coordinate publicity for meetings with Public Relations Committee. Assist EOM with articles for the Monthly Newsletter and Website as needed. Coordinate dates and locations of CT Academy Annual Meetings with the Academy and other organizations' calendars.
3. Train CPI Chair-elect to perform functions of CPI Chair.
4. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 5/25/23

## MEETING/CONFERENCE CHAIR-ELECT

### **The Meeting/Conference Chair-Elect shall: (Article IX, Section 9)**

1. Be elected by the state membership to serve for one (1) year as a member of the Board of Directors, and shall then automatically become Chair of the Council on Professional Issues.
2. Perform the functions of the Chair in the absence or disability of the Chair.
3. Assist CPI Chair with coordination of the Annual meetings:
  - a) Coordinate exhibitor solicitation and advertising for Annual meetings with Executive Office. Maintain updated listing for exhibitor mailings.
  - b) Appoint chair for Poster Session.
  - c) Plan and coordinate the Exhibitor and Poster sessions. Maintain communication with EOM related to meeting details. Arrange layout of exhibitor hall. Send thank you letters to exhibitors.
  - d) Assist CPI Chair with other meeting planning duties as required.
4. Perform other duties as may be designated by the Executive Committee.
5. Attend all meetings of the CT Academy and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 5/25/23

## NOMINATING COMMITTEE CHAIR

### **The Nominating Committee Chair shall: (Article IX, Section 10)**

1. Be elected by the membership to serve a two (2) year term on the Board of Directors. Serve one (1) year in the Chair-Elect position of the Nominating Committee and one (1) year as Chair of the Committee.
2. Coordinate and direct the activities of the Nominating Committee.
  - a) Solicit nominees from the membership and Board of Directors.
  - b) Develop a slate of officers which provides at least two (2) nominees with the assistance of the EOM as needed. Ensure candidates meet qualifications for office as stated and are members of the CT Academy of Nutrition and Dietetics. Single slate ballot must be approved by the EC.
  - c) Obtain consent, either verbal or via email, from each person whose name is to appear on the ballot.
  - d) Obtain a statement of goals from each of the candidates as well as a data sheet and photo from all candidates.
  - e) Present slate of candidates to Executive Committee prior to mailing of ballot to membership.
  - f) Assist in the preparation of the ballot if EOM needs assistance.
3. Maintain files and any excel spreadsheets which should include: Members of the CT Academy of Nutrition interested in serving, qualification for elected offices, important correspondence, ballot information and forms and records of persons contacted and their responses regarding willingness to be on the ballot now and in the future.
4. Advise the nominating committee of the results of the ballot upon receiving from EOM.
5. With the help of the Nominating Committee notify all candidates of results of their position within 10 days of the close of voting by email, phone or letter. Encourage newly elected officers or candidates on the ballot to attend the Spring meeting.
6. Attend all meetings of the CT Academy and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 5/25/23



## AWARDS COMMITTEE CHAIR

### **The Awards Committee Chair shall: (Article XIII, Section 1A)**

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary, minimum 4 members not including chair. Committee member shall be eligible to serve no more than (5) consecutive terms. One member should be a DTR, not mandatory but preferred.
3. Access all necessary documents and deadline dates from the Academy's website and develop timeline to meet those dates.
4. Coordinate the solicitation and selection of nominees for :

#### Affiliate Members

- a. EDL (Emerging Dietetic Leader)
- b. ODY (Outstanding Dietitian of the Year)
- c. RDTY (Registered Dietetic Technician of the Year)
- d. RYDY (Recognized Young Dietitian of the Year)NDEP

#### Student Members

- a. ODSA (Outstanding Dietetic Student Award)
  - i. Didactic Program in Dietetics (DPD)
  - ii. Coordinated Program (CP)
  - iii. Dietetic Technician Program (DT)
  - iv. Dietetic Internship (DI)
  - v. Future Education Model – Bachelor's Programs (FB)
  - vi. Future Education Model - Graduate Programs (FG)
  - vii. International/Foreign Dietetics Education Programs (IDE/FDE)

5. Report results to the Executive Committee
6. Notify nominees of final results and award presentation date.
7. Submit articles to CT Academy website, listserv and other social media as needed to keep membership informed of committee activities.
8. Coordinate publicity of awardees with the EOM for website, listserv, and social media. Coordinate publicity with Marketing/Public Relations.
9. Coordinate and facilitate awards presentation at Annual Meeting. Procure plaques and/or certificates for winners

#### Responsibilities as a BOD member:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Attend all meetings of the CT Academy and the Board of Directors.
- c) Maintain current files.
- d) Provide updates/reports to President prior to each scheduled BOD meeting.

- e) Monitor and submit updated Strategic Plan on a regular basis.
- f) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- g) Communicate BOD activities to your committee members.
- h) Assist in the orientation of and transfer of information to new appointee for Awards Chair position.

Revised 3/30/2023

## DIETETIC EDUCATORS COMMITTEE CHAIR

### ***The Dietetic Educators Committee Chair shall: (Article XIII, Section 2)***

1. Be appointed by incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Represent the Connecticut dietetic educators at the CT Academy Board of Directors meetings.
3. Maintain list of state Dietetic Educators and conduct a minimum of one committee meetings per year to discuss relevant issues related to didactic, supervised practice or graduate dietetic education, as well as, student meeting planning.
4. Plan and organize student programming and activities at CT Academy events such as the fall or spring CT Academy Annual Meeting.
5. Solicit student and educator involvement in CT Academy events and projects.
6. Attend all meetings of the CT Academy and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 3/24/23

## **NUTRITION AND DIETETICS TECHNICIAN, REGISTERED (NDTR) COMMITTEE CHAIR**

***The NDTR Committee Chair shall: (Article XIII, Section 2)***

1. Be appointed by incoming President, with input from current chair, to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary.
3. Represent the committee at the CT Academy Board of Directors meetings.
4. Maintain list of state Nutrition and Dietetic Technicians, Registered (NDTRs) and NDTR students provided by EOM.
5. Conduct a minimum of two committee meetings per year to discuss relevant issues related to the practice of NDTRs.
6. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 4/30/23

## FINANCE COMMITTEE CHAIR

### ***The Finance Committee Chair shall: (Article XIII, Section 1C)***

1. The Treasurer will serve as the Chair and lead Finance Committee meetings
2. The committee includes all members of the Executive Committee and the Treasurer Elect.
3. Plan the CT Academy's Annual Budget utilizing information from past budget committees and the current strategic plan. Budget is to be submitted to the Executive Committee by the end of the fiscal year for approval.
4. Review standard costs and reimbursement policies.
5. Review fiscal policies and procedures of the CT Academy for investment of funds.
6. Select and recommend the Accountant who will conduct the biannual examination of the CT Academy's financial records.
7. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed : 3/21/23

## FOOD SECURITY AND SUSTAINABILITY COMMITTEE CHAIR

### The Food Security Committee Chair shall: (Article XIII, section 2)

1. Be appointed by incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select a Co-Chair and as many members to serve on the committee as deemed necessary, including the option of appointing a Student Co-Chair when interest exists.
3. Represent the committee at the CT Academy Board of Directors meetings and report on Food Security/Hunger related issues.
4. Organize and participate in state and CT Academy led initiatives related to Food Security.
5. Conduct a minimum of two (2) committee meetings per year to discuss relevant issues related to Food Security, plan/organize initiatives and share information with committee members.
6. Attend all meetings of the CT Academy and Board of Directors.

#### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on regular basis.
- e) Submit budget requests to the Finance Committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of and transfer of information to new appointee.

Revision 4/25/23

## FUNDRAISING/ANDF STATE DEVELOPMENT CHAIR

### ***The Fundraising/ANDF State Development Chair shall: (Article XIII, Section 2)***

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary.
3. Serve as a communications link between the Academy Foundation and the members of the CT Academy.
4. Conduct fundraising events within the State to raise funds for the Polly Fitz scholarship fund and the ANDF general fund and the CT Academy.
5. Attend all meetings of the CT Academy and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 3/29/23

## MEMBERSHIP COMMITTEE CHAIR

### ***The Membership Committee Chair shall: (Article XIII, Section 2)***

1. Be appointed by the incoming President to serve one (1) year as a member of The Board of Directors, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary.
3. Promote the recruitment of new members and the retention of current members.
4. Ensure there is information on the Academy and its programs (including affiliate or DPG programs) at every meeting and CPE program.
5. Maintain communication with Dietetic Educators to promote Academy membership to their students.
6. Work with EOM to contact non-renewing members.
7. Maintain knowledge of the Academy's membership and recruitment campaigns and communicate that information to current and past affiliate membership.
8. Attend all meetings of the CT Academy and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 4/27/23



## NATIONAL NUTRITION MONTH CHAIR

### **The National Nutrition Month Chair shall: (Article XIII, Section 1)**

1. Be appointed by incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary.
3. Plan and coordinate NNM activities based upon the Academy's "theme":
  - a) Coordinate at least one (1) conference call or other form of communication with the President by January 15<sup>th</sup>.
  - b) Coordinate at least one (2) conference call or other form of communication with Public Relations Committee.
  - c) Write at least three (3) communications to the membership via the CT Academy listserv, on Facebook or Twitter in anticipation of NNM during January, February and beginning of March.
  - d) Communicate to CT Academy members at least one (1) time during NNM.
4. Write a summary article/final evaluation report for the CT Academy Bulletin and website.
5. Share final report at CT Academy Board meeting.
6. Attend all meetings of the CT Academy and Board of Directors or assign a designee if cannot be in attendance.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee including a digital file folder with volunteer list, strategic plan, final evaluation report, and board member list.

Revised 4/ 25/23

## **PUBLIC POLICY COORDINATOR (PPC)**

### **The Public Policy Coordinator shall: (Article XIII, Section 1D)**

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed. Serve as the primary information-sharing conduit between Academy Policy Initiatives and Advocacy staff and your affiliate members.
2. Serve as the Chair of the Public Policy Committee and coordinate the activities of the Committee, whose members include the State Policy Representative, State Regulatory Specialist, Reimbursement Chair, Consumer Protection Coordinator and other members as needed to complete the work of the committee.
3. Develop a public policy agenda based on the Academy's public policy priorities and the goals of the Connecticut affiliate. Submit plan of work annually to the Academy Manager, Grassroots and State Advocacy. Participate in Academy public policy meetings, webinars and educational offerings.
4. Coordinate CT Academy positions, testimony, and advocacy activities with the Committee and other partnership organizations at the federal level. Attend the Academy's annual Advocacy Summit or designate Committee member to attend. Develop constituent relationships and organize meetings with members of Congress and their staff.
5. Communicate with Affiliate members regarding federal public policy issues and opportunities for advocacy through various channels used by the Affiliate, including periodic newsletters and social media. Serve as the affiliate leader on engaging members in various grassroots activities including Action Alerts. Provide skills training to members and encourage member participation in public policy. Promote the goals of the Academy's Political Action Committee (ANDPAC).
6. Coordinate the selection of a recipient and the presentation of the Distinguished Legislator Award as appropriate.
7. Attend all meetings of the CT Academy and Board of Directors, including the Executive Committee. Provide updates on Public Policy Committee activities.

#### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 3/30/2023

## PUBLIC RELATIONS COMMITTEE CHAIR

*The Public Relations Committee Chair shall: (Article XIII, Section 1F)*

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year and shall be eligible to serve for no more than three consecutive terms in the same office. Co-Chairs may be appointed as deemed necessary by the incoming President or at the request of the Public Relations Chair.
2. Select as many members to serve on the PR Committee as deemed necessary and appoint subcommittees for social media channels such as Facebook, Instagram , Blogs and Twitter. .
3. Monitor newspapers and social media channels throughout the state for CT Academy events/member activities and submit this information to the committee for social media posting and to the EOM to include in the newsletter.
4. Send photographs and social media files of CT Academy events/activities to EOM for Archives.
5. Work with the PR Committee and EOM in:
  - a. utilizing the Academy Social Media Toolkits for Academy initiatives, timely topics, Foundation information and sample posts for posting on the CT Academy social media.
  - b. developing and maintaining a list of contact persons in media, i.e., state newspapers, radio stations, broadcasting stations.
  - c. preparing publicity releases to local newspapers, radio and television stations about state and national CT Academy activities with the Public Policy Plan as deemed necessary.
6. Work with PR Committee to add current postings to Facebook, Instagram and Twitter.
7. Develop and keep current speakers' resource and member experts list and coordinate media requests as needed.
8. Determine Blog deadlines and communicate call for submissions with membership.
9. Receive blog submissions and review as appropriate. If don't receive submission, work with educational program leaders to illicit blog articles from dietetic interns or other members.
10. Reserve the right to edit blog material received according to space limitations and suitability of material
11. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.

- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 5/8/23

## **Nutrition Services Payment Specialist**

**Purpose of position:** Reimbursement Representatives serve as a local resource for the Academy of Nutrition and Dietetics members who have questions about coding and coverage issues. They help facilitate use of the Academy's coding and coverage resources, and coordinate local advocacy efforts to expand federal and state nutrition coverage policies. Some affiliates or DPGs have created a reimbursement committee so leaders in their district associations are involved and have access to state-wide coverage activities and information. Reimbursement Representatives and their committees require affiliate/DPG funding to support their activities.

**Length of service:** Two (2) years

**Expected time commitment:** Four hours or more per month

**Position reports to:** Affiliate President or DPG Chair

**Ideal candidate for this position (or special skills needed):**

- Has an understanding of Medical Nutrition Therapy coverage and billing for Medicare, Medicaid and private insurance payers.
- Has experience in a private practice, outpatient facility setting, or office setting where ambulatory MNT services are provided.
- Enjoys public speaking in order to advocate for and initiate coverage activities with local payers.
- Is comfortable answering member questions or responding to member emails on a need-be basis.
- Has the ability to attend Academy-sponsored conference calls during the term.
- Has an interest in reimbursement for RDN-provided nutrition services.

**Requirements:**

- Stay up-to-date on local or practice area specific MNT (Medical Nutrition Therapy) coverage activities.
- Have a basic understanding of Medicare Part B and Medical Nutrition Therapy benefit rules and regulations. Familiarity with state Medicaid nutrition policies and private insurance coverage policies for RDNs is strongly recommended.
- Be available to respond to calls and emails, and direct members to the appropriate resources for their coding and coverage inquiries.
- Have a basic understanding and previous involvement in affiliate/DPG MNT legislative actions or local coverage initiatives.
- Use or be familiar with the Academy's practice tools and advocacy resources (e.g. the Academy's Evidence-Based Nutrition Practice Guidelines and Toolkits, Medical Nutrition Therapy MNT Works Kit®, the Academy's Nutrition Care Process & Model).
- Participate in Academy-sponsored teleseminars to discuss MNT coverage policies and other coding and coverage activities that impact Academy members.
- Have access to the Internet, e-mail, and Microsoft PowerPoint, Word and Excel software programs.
- Participate in the Academy's Reimbursement Online Community.

- Agree to a two-year term; upon completion of the term, assist in mentoring and training for the incoming representative.
- As necessary, remove self from events that present a conflict of interest between the individual's volunteer work and employment activities.

### **Responsibilities:**

- Communicate with the affiliate/DPG executive committee on topics including Medicare, Medicaid and private sector coverage.
- Share MNT coverage and Medicare Part B MNT benefit information with local members via phone or email communications and through presentations.
- Direct members to federal, state and private insurance coding and coverage resources (through affiliate/DPG and Academy web pages).
- Participate in the Academy's health care reform education and training.
- Support coding and coverage issues on the local level; initiate or help to advance members' coverage activities with third party payers or other decision makers; initiate activities to advance integration of RDNs into alternate healthcare delivery and payment models
- Encourage members to track MNT outcomes data, which is critical for impacting coverage decisions.
- Assist with member "Calls to Action" with the affiliate Public Policy Panel, and participate in Academy coding surveys and activities.
- Collect information on nutrition services coverage in state benchmark plan.
- Communicating with your Affiliate or DPG and the Academy NSC Team if your status as a Reimbursement Representative should change during the course of your service.

### **Reporting duties:**

- Reports to the affiliate president or DPG Chair, as appropriate.
- Communication with the Academy's Nutrition Services Coverage Team (NSC) on an ongoing basis.

Submits quarterly report to NSC Team/Coding and Coverage Committee. The report includes feedback on key outcomes areas such as new or expanded coverage; RDN's participation in quality measures; number of visits to targeted groups; number of coding or coverage articles/presentations to members; and affiliate or DPG Web coverage updates completed. **Travel Requirements:** Attendance at PPW (Public Policy Workshop) is strongly encouraged.

### **Resources for position:**

During the Reimbursement Representative's term, the Academy's Nutrition Services Coverage Team will provide quarterly conference calls, newsletter articles, and other materials of interest.

Representatives are encouraged to access the following:

The Academy's Medicare MNT page: <https://www.eatrightpro.org/career/payment/medical-nutrition-therapy>

The Academy's Coding, Coverage and Compliance page:

<https://www.eatrightpro.org/career/payment/coding-and-billing>

The Academy's Evidence Analysis Library and Evidence-Based Nutrition Practice Guideline Toolkits:

<https://www.anddeal.org/>

\**Medical Nutrition Therapy MNTWorks Kit*<sup>®</sup>: The Kit is a marketing tool that can be used during meetings and presentations to local third-party payers, employer groups and hospital finance and billing departments to expand MNT coverage. A copy of the Kit can be downloaded by members for free at <https://www.eatrightpro.org/career/payment/medical-nutrition-therapy/mntworks-toolkit>

Every Wednesday, the Academy hosts weekly office hours to answer questions on licensure, and payment and reimbursement. use [this link to join Licensure Office Hours](#) from 2-3 p.m. (Eastern Time) and [this link to join Payment and Reimbursement Office Hours](#) from 3-4 p.m. (Eastern Time). No registration is required for either office hours, simply use the links to join at the time of the meeting.

Learn about different health insurance programs, payment models, coding requirements, billing practices and more to receive competitive reimbursement for quality nutrition services.

<https://www.eatrightpro.org/career/payment>

\**MNT Provider newsletter*: The *MNT Provider* newsletter is a free resource for all Academy members. It has information on Medicare, private insurance, practice management and more. Read it each month at <https://www.eatrightpro.org/career/payment/medical-nutrition-therapy/mnt-provider>

\**The Billing Resource for Registered Dietitians*. This billing guide is intended to assist registered dietitians (RDNs) and other medical and billing personnel in the intricacies of reimbursement for medical nutrition therapy (MNT). The Academy of Nutrition and Dietetics collaborated in the development of the Guide, which was funded by the North Carolina Health and Wellness Trust Fund. The Guide includes several sections to help RDNs understand the basics of credentialing, codes, coverage, claims processing and billing resources. Access it at: <https://www.eatrightpro.org/-/media/files/eatrightpro/career/payment/coding-and-billing-handbook-final-5252232.pdf>

### **Benefit for volunteering in this position**

- Special invitations to Academy - sponsored MNT coverage/Medicare/Public Policy workshops.
- Assistance from the Academy's Nutrition Services Coverage team with member communications, presentations, affiliate/DPG MNT coverage newsletter articles, and advocacy efforts.
- Access to MNT coverage/public policy electronic communications.

### **What Reimbursement Representatives place in their resumes:**

- Shared MNT coverage and Medicare Part B MNT information with local members via the phone or email communications and through presentations.
- Supported coding and coverage issues on the local level; initiating or helping to advance members' coverage activities with third party payers or other decision makers.
- Participated on the affiliate's Public Policy Panel as the Medicare, Medicaid and private sector reimbursement expert.

**Leadership Advancement:** While Reimbursement Representatives often remain in the position for more than one term, some have gone on to become Public Policy Chairs, some have joined the Academy's Coding & Coverage Committee, and some have become affiliate presidents or DPG chairs.

Revised 4/26/23

## STATE POLICY REPRESENTATIVE (SPR)

### **The State Policy Representative shall: (Article XIII, Section 1D)**

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed.
2. Be able to serve as the Public Policy Coordinator (PCC) if they are unable to attend a meeting.
3. Serve as a member of the Public Policy Panel.
4. Coordinate an annual educational event for state legislators and members.
5. Implement goals from the PPP agenda at the state level and track progress as part of the overall plan.
6. Coordinate CT Academy positions, testimony, and lobbying activities with the committee and other partnership organizations at the state level.
7. Track state legislative issues of importance to the CT Academy and oversee CT Academy's response to emerging opportunities and issues.
8. Coordinate meetings with the Governor's office, state legislators and other public officials to increase the visibility of our CT Academy.
9. Serve as the state legislature contact. Identify state legislators who serve on committees with jurisdiction on issues impacting food, nutrition and health legislation. Encourage members to meet with these legislators and become a resource on food, nutrition and health issues.
10. Act as a liaison with the Academy to collaboratively consider the affiliate's response to emerging opportunities and policies.
11. Attend all meetings of the CT Academy and Board of Directors.

#### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 5/3/23



## STATE REGULATORY SPECIALIST (SRS)

### ***The State Regulatory Specialist shall: (Article XIII, Section 1D)***

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed.
2. Be eligible to serve as the Public Policy Panel Chair.
3. Serve as a member of the Public Policy Panel.
4. Track state regulatory issues of importance to the CT Academy and oversee CT Academy's response to emerging opportunities and challenges.
5. Track and initiate work with the state agencies managed by the governor. Initiate meetings with state agency officials to promote access to RD, DTR, and nutrition services in state regulatory and program initiatives.
6. Identify other decision-makers within state and local agencies whose work will impact CT Academy's goals, particularly those that relate to access to RDs, DTRs, and nutrition services and programs.
7. Maintain a compilation of current statutes and rules that impact dietetics practice, including scope of practice and any other documents that define the requirements and responsibilities for practice in CT.
8. Attend all meetings of the CT Academy and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 5/2//23

## VOLUNTEER COORDINATOR

### ***The volunteer coordinator shall (Article XIII, Section 1D)***

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed.
2. Attend the CT Academy of Nutrition and Dietetics Board of Directors meetings.
3. Collaborate with standing and special committees to recruit volunteers for participation in CT Academy committees and/or special events. Maintain lines of communication by participating in BOD meetings and via email communications.
4. Help coordinate special events by recruiting volunteers, assist with determining needs and devising a schedule for coverage.
5. Assures that volunteers are CT Academy members.
6. Distributes volunteer surveys at CT Academy spring meeting.
7. Maintains a database of volunteers including name, contact information and committees or events of interest.
8. Distributes contact information obtained to the appropriate committee chairs,
9. Works with EOM to construct email blasts to recruit volunteers for special events or committees via the list serve or weekly email updates from the CT Academy.
10. Submits recruitment requests for volunteers to the Bulletin editor as needed.
11. Submit budget requests to the Finance committee and maintain records revenue and expenses.
12. Assist in the orientation of, and transfer of information to new appointee.

### **Responsibilities of all BOD members:**

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.

Revised 4/26/23

## **Kids Eat Right Chair**

### ***The Eat Right Chair shall (Article XIII, Section 1D)***

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Kids Eat Right focuses on three main objectives:
  - a) EDUCATE children, families, communities and policy makers on the importance of high-quality, nutritional foods in childhood obesity prevention efforts.
  - b) ADVOCATE on behalf of a quality nutrition approach to promote growth and development.
  - c) DEMONSTRATE the food and nutrition expertise of registered dietitians through educational programming and advocacy.
3. Support nutritious, healthy eating among children and families in the state of Connecticut with the goal of educating families, communities, and policy makers about the importance of quality nutrition.
4. Use The Kids Eat Right campaign to provide resources to help Connecticut Academy members become recognized leaders in childhood obesity prevention.
5. Work with community on strategies for bringing the family together for healthy meals each day.
6. Share weekly messages, shopping ideas, cooking tips and recipes through social media and will be easily accessible online and ready to send, post and even personalize.

#### **Responsibilities of all BOD members:**

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.

Updated 3/29/23

## Consumer Protection Coordinator

### **The Consumer Protection Coordinator shall: (Article XIII, Section 1D)**

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for three years, and may be re-appointed.
2. Serve as a member of the Public Policy Panel and will keep the affiliate informed about consumer protection issues and monitoring of the activities of the state licensure, certification or regulatory boards.
3. Sign up for alerts on Consumer Protection with the Academy of Nutrition and Dietetics.
4. Monitor consumer protection issues and their impact on the affiliate's licensure/ certification statue and related issues, in collaboration with the State Policy Representative and the State Regulatory Specialist, through State Track and other resources.
5. Upon notification by EOM that a Report Harm Form has been filed via the website, follow up by obtaining additional information, discussing with the President and the Public Policy Panel and forwarding details as appropriate to the Department of Public Health of CT.
6. Keep affiliate board informed of current consumer protection issues in the state, including those that affect whether we pursue licensure in CT.
7. Participate in Academy Consumer Protection issues, meeting, webinars and licensure forum calls.
8. As a member of the affiliate public policy panel, communicate with the panel on consumer protection and licensure issues impacting the profession.
9. Develop a plan to assure that dietitians and consumers know how to, and can easily report statute violations as well as success on the state dietetics licensure/certification state and regulations.
10. Serve as a resource for the affiliate on the state dietetics licensure/certification statue and regulations.
11. Assist with the dissemination of the Academy's consumer protection and licensure messaging and communications.
12. Provide testimony when necessary on behalf of the affiliate at licensure or consumer protection related public hearings.
13. Attend all meetings of the CT Academy and Board of Directors.

#### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 5/25/23

## IDEA Chair

### ***The IDEA Chair shall: (Article XIII, Section***

1. Be appointed by the incoming President to serve one (1) year as a member of The Board of Directors, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary.
3. Recommends policies and strategies to enhance recruitment and retention of leadership development for individuals from underrepresented groups as identified by the Academy
4. Promote the recruitment of new members and the retention of current members especially members from underrepresented groups as identified by the Academy
5. Serves as a resource on diversity projects while striving to increase members' understanding and awareness of issues related to diversity and cultural competency through activities that support the Academy's strategic plan.
6. Works with the Membership Co-Chairs on projects to increase membership in the CT Academy of nutrition and Dietetics.
7. Maintain communication with Dietetic Educators to promote Academy membership to their students especially those with diverse cultural backgrounds.
8. Attend all meetings of the CT Academy and Board of Directors.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 4/25/23

## Event/ Health Fair Chair

### ***The Event/ Health Fair Chair shall (Article XIII, Section 1D)***

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for one year, and may be re-appointed up to 3 consecutive terms.
2. Attend the CT Academy of Nutrition and Dietetics (CT AND) Board of Directors meetings.
3. Collaborate with standing and special committees to recruit members for participation in health fairs and/or other special events. Maintain lines of communication by participating in BOD meetings and via email communications.
4. Coordinate health fairs and events by recruiting volunteers, assist with determining needs and devising a schedule for coverage.
5. Works with onsite health fair and event coordinators to manage CT Academy volunteer schedules, display and hand out requirements in coordination with the health fair / event theme
6. Works with EOM to construct email blasts to recruit volunteers for health fairs or events or committees via the list serve or weekly email updates from CT AND.
7. Works with the CT AND Volunteer Coordinator as needed to acquire members to work the health fairs and events.
8. Assist in the orientation of, and transfer of information to new appointee.

### **Responsibilities of all BOD members:**

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.

Revised 4/25/23

## NUTRITION AND DIETETICS STUDENT LIAISON

### ***The Student Liaison shall: (Article XIII, Section 2)***

1. Be appointed by incoming President, with input from current chair, to serve as a member of the Board of Directors for one (1) year and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Participate in recruitment and retention of student members and provide feedback on student initiatives.
3. Represent the position at the CT Academy Board of Directors meetings.
4. Attend all meetings of the CT Academy and Board of Directors.
5. Conduct a minimum of two projects per year to reach out to a variety of students in the state of Connecticut.
6. Work with the EOM to keep the student section of the CT Academy website current and add additional resources as deemed necessary.

### Responsibilities of all BOD members:

- a) Conduct CT Academy business according to the Operations Manual.
- b) Maintain current files.
- c) Provide updates to President prior to each scheduled BOD meeting.
- d) Monitor and submit updated Strategic Plan on a regular basis.
- e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
- f) Communicate BOD activities to your committee members.
- g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 5/2/23

## **Executive Office Manager Job Description**

### **Connecticut Academy of Nutrition and Dietetics (CT Academy)**

**August 1, 2022, through June 31, 2023**

- The Executive Office Manager (EOM) is an employee of the CT Academy and maintains office space and provides management services to keep CT Academy in good standing. The EOM is responsible for handling the organization's day-to-day business, subject to its Bylaws, Policies, and Procedures.
- The EOM's primary role is to provide support services according to the needs and interests of the CT Academy board and membership. The EOM is accountable to the Board through the office of the CT Academy President. The EOM is expected to carry out all position duties consistent with its vision, mission, goals, and strategic plan.
- The EOM stores and maintains CT Academy Business related properties like display boards, LCD projectors, and laptops. The EOM is also responsible for transporting or arranging for pick up of property, as needed by the committee members.
- Maintains, MailChimp database, Balloteer, Zoom, Carbonite, and any other CT Academy-related accounts and activities.
- Maintains backup files for computer systems through the use of an online storage company (Carbonite). The EOM is to keep all current and archived files per current policy for at least the last seven years.

### **Office Supplies and Reimbursement:**

The EOM is provided office supplies for CT Academy use, a dedicated phone line, and laptop.

\*The cost of an Internet connection is the responsibility of the EOM. All other office equipment will be owned and maintained by the EOM. Postage, printing, and other CT Academy office-related expenses will be reimbursed by the current reimbursement policy.

The EOM job responsibilities include the below but tasks are subject to change depending on the needs of the Board.

### **Communication and Correspondence:**

- Handles all general correspondence with the members and community via phone, emails, LinkedIn and redirects information as needed to President and Board members.
- Keeps CT Academy membership database on Mailchimp current by utilizing DMIS. Creates and sends a weekly update newsletter to the members on current issues, programs, CPE opportunities, National Academy information, and links to keep them informed and engaged.
- Monitors listservs and keeps them active by utilizing the DMIS database.



- Monitor and keep the CT Academy LinkedIn page current utilizing the DMIS database. Monitors Linked In page activities and responds appropriately.
- Serves as primary contact for webmasters and liaison between CT Academy President and board members. Updates and maintains the website and members-only access database as directed by the President per board members' approval. Maintains appropriate administrative and editor contacts on the CT Academy of Nutrition Facebook page and adds posts as required.
- Maintains log in and password information for all social media accounts.

### **Fiscal Responsibilities:**

- Manages job bank postings, Events, and Program postings to the website and social media. Keep President and Board members informed about these activities.
- Maintains itemized records of all the bank transactions (deposits and withdrawals). Communicates with treasure regarding all the transactions monthly to help the Treasurer keep monthly financial reports up-to-date.
- Assists the Treasurer with preparing tax/finance-related documents as needed.

### **Meetings and Attendance:**

- The EOM and President to communicate on a regular basis. All other responsibilities are to be discussed /assigned as deemed necessary as part of the fiscal year planning.
- Attends all EC/BOD meetings and Committee meetings as indicated.
- Assists with meeting tasks as directed by President and Committee chairs.
- Records and types up meeting minutes and sends to the EC/Board members in the absence of a designated secretary.

**Assistance to committee chairs:** Assists with the administrative tasks of the following committees but not limited to. Ensures and enforces the committees to not make any decisions without the involvement and approval of the President and Board.

- **Nominating Committee:**
  - Receives candidate information, Prepares online ballot for the annual election to be held per policy.
  - Reviews tabulation of ballots and shares results with Nominating Committee Chair, President, and President-elect.
- **Membership Committee:**
  - Sends President's welcome letter to the new members. Follows up with non-renewed members as appropriate.
  - Maintains current membership database by using DMIS information on the CT Academy listserv and grants access to the CT Academy website by manually adding and deleting members via both databases.
  - Works with the membership committee to help them reach their membership goals with strategic use of the DMIS database.
- **Awards Committee:**

- Assists awards chair with updating awards packets. Communicates to membership the need for awards recommendations by faculty, staff, and co-workers via the weekly newsletter and LinkedIn.
- Post-award recipient information on the Friday newsletter and LinkedIn as appropriate.
  
- Fund Raising Committee:
  - Assist committee with the administrative task of fundraising event planning.
  - Works with the committee to collect money and deposits to the bank. Work with the Treasurer to keep a record of itemized transactions.
  
- PR Committee/Social Media Team:
  - Communicate with the PR and social media team about any relevant information posts that need to go out for members or community benefits. For example, community events like health fairs, health and wellness walks, members' spotlights, etc.
    - Assists PR with maintaining current posts on the CT Academy Facebook page as needed.
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- Meeting/Conference Committee:
  - Assists committee with all aspects of membership meetings, including preparation of registration, name badges, handouts, and attendee materials packets, receiving and recording payments and invoices from members, exhibitors, and speakers.
  - Assists with speaker selection and works with speakers to disseminate speaker contracts and collect speaker presentations and handouts.
  - Attends Fall/Spring membership meetings. Manages registration table at meetings and performs or assists with other tasks as needed or directed by President and/or CPI Chair.
  - Makes bank deposits for all CPI income received. Maintains Budget Summary Sheet with income and expenses itemized and communicates budget information to CPI committee, Treasurer and President.
  - Maintains excel spreadsheet of committed exhibitor information for Spring/Fall meetings.
  - Works with CPI committee to research meeting locations. Assists in coordinating meeting facilities and plans for rooms and food as needed.
  - Works with CPI to ensure that exhibitors who need to bring food samples or nutrition samples to the meetings have filled out appropriate waiver forms as requested by the hotel and coordinate delivery as needed.
  - Ensures delivery or transportation of raffle items as donated by exhibitors and or members.
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Reviewed 5/25/23