

House of Delegates Director Position Description

Term

Three positions serve staggered three (3) year terms.

Part I: Qualifications

- Member of the Academy in the Active or Retired classification
- Served at least two (2) years in the House of Delegates as an elected or appointed delegate in the past 10 years
- Registration with the Commission on Dietetic Registration preferred
- Demonstrates leadership qualities
- Has additional experience in activities and operations of the Academy, such as participation in national, DPG, MIG and Affiliate and/or district dietetic associations
- Obtains employer support for involvement and time commitment

Part II: Requirements

- The HOD Director position serves on the Academy Board of Directors (BOD) and House Leadership Team (HLT).
- The HOD Director shall serve a three (3) year term.
- The HOD Director serves a dual role; one as an active member of the BOD with the same rights and privileges as Board members and another as an active member of the HLT.
- **Time:** The HOD Director position requires a time commitment of six (6) hours each week, in addition to approximately 10 days each year for travel and meetings as Board members. This could include virtual meetings, conference calls and/or on-line discussions and Critical Issues Task Forces. Additional time is required for correspondence, planning, writing reports related to the work of the BOD and HOD/HLT. Depending on committee appointments and the Academy's program of work, this time commitment may be greater.

Overview of Meetings

- BOD face to face and virtual meetings: approximately seven (7) meetings per year: three (3) in-person and four (4) virtual
- Food & Nutrition Conference & Expo™
- HLT conducts calls monthly, which usually last 1½ hours and planning meetings as determined by the Speaker. Additional calls up to one hour may be held weekly as needed.
- Monthly HOD Meetings for two hours each month

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

Part III: Recommended Skill Sets and Attributes

- *See Universal Skill Sets*
- *Specific to HOD Directors*
 - Ability to communicate effectively and with self-confidence
 - Experience with identifying and addressing issues impacting the profession
 - Ability to inspire member confidence and lead a group of diverse individuals
 - Differentiates between organizational and professional issues
 - Demonstrates public social skills and presentation skills
 - Facilitates productive resolution of conflict and consensus
 - Is proactive
 - Is visionary
 - Demonstrates meeting management and facilitation skills
 - Ability to work confidently with media
 - Demonstrates broad knowledge of the nutrition and dietetics profession
 - Thinks globally

Part IV: Functions

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