

## House of Delegates Speaker-elect, Speaker or Immediate Past Speaker Position Description

### Term

- 3 positions serving staggered terms
- 3-year term
- No individual may serve more than 12 years in the HOD

### 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 experience in activities and operations of the Academy, such as participation in national, DPG, MIG and Affiliate and/or district dietetic associations

### Part II: Requirements

- The Speaker positions serve on the Academy Board of Directors (BOD) and House Leadership Team (HLT).
- The HOD Speaker-elect shall serve for one (1) year. As HOD Speaker-elect, works closely with HOD Speaker in learning roles and responsibilities to ensure continuity and fills in as needed. At the end of this term the HOD Speaker-elect shall become HOD Speaker and serve for one (1) year. At the end of this term the HOD Speaker shall become HOD Past-Speaker and serve for one (1) year.
- The Speaker-elect, Speaker and Past Speaker serve dual roles; 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 positions of HOD Speaker-elect, Speaker and Past Speaker each require a time commitment of approximately 12 hours each week, in addition to approximately 10 days each year for travel and meetings as Board members. This could also 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™

- Finance and Audit Committee (Speaker-elect) and Legislative and Public Policy Committee (Speaker) monthly calls
- HLT conducts calls monthly, which usually last 1½ hours, and additional calls up to one hour may be held weekly as needed

HOD Meetings for 1.5 hours every other month, and asynchronous meetings in alternating months. This position may require additional commitments of time and talent for special projects and/or task force assignments from the Board of Directors and the House of Delegates.

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

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

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

- Demonstrates servant-leadership
- Experience in meeting management and facilitation
- Ability to communicate effectively
- Experience with identifying and addressing trends and issues impacting the profession
- Ability to inspire member confidence and lead a group of diverse individuals
- Utilizes appropriate communication methods and skills to meet the needs of various audiences
- Demonstrates an understanding of conflict resolution
- Is visionary
- Demonstrates ongoing knowledge of the evolving nutrition and dietetics profession

### **Part IV: Functions**

#### *As HOD Speaker-Elect*

- Serves as a member of the HOD and the HOD Leadership Team
- Serves as a member of the Board of Directors and its Executive Committee and the Compensation Committee
- Serves as a member of the Finance and Audit Committee
- Performs functions of the HOD Speaker in the Speaker's absence or when the Speaker is unable to perform the functions of Speaker as determined by the Board
- Collaborates with other HLT members to facilitate the HOD meeting dialogue sessions and works with content experts and task forces
- Works with the President-elect to appoint committees/taskforces during the Speaker-elect term to serve during the term as Speaker
- Serves as liaison to other groups, as requested by the Academy President
- Facilitate communications between the BOD and HOD
- Participates in public policy efforts and Action Alerts
- Performs other duties as designated by the Academy President and HOD Speaker

*As HOD Speaker*

- Serves as a member of the HOD and the HOD Leadership Team
- Serves as a member of the Board of Directors and its Executive Committee and the Compensation Committee
- Serves as an Ex-Officio on Legislative and Public Policy Committee
- Collaborates with other HLT members to facilitate the HOD meeting dialogue sessions and works with content experts and task forces
- Directs functions to facilitate work of the House
- Encourages and promotes inclusion, diversity, equity and access
- Serves as liaison to other groups, as requested by the Academy President
- Facilitates communications between the BOD and HOD
- Participates in public policy efforts and Action Alerts
- Performs other duties as designated by the Academy President

*As HOD Past-Speaker*

- Serves as a member of the HOD and the HOD Leadership Team
- Serves as a member of the Board of Directors
- Collaborates with other HLT members to facilitate the HOD meeting dialogue sessions works with content experts and task forces
- Participates in public policy efforts and Action Alerts
- Performs other duties as designated by the Academy President and HOD Speaker