

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

Term

- 3 positions serving staggered terms
- 3-year term

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 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 conducts monthly calls which are usually 1-1½ hours (Speaker-elect)
- HLT conducts calls monthly, which usually last 1½ hours. Additional calls up to one hour may be held weekly as needed.
- Monthly HOD Meetings for two hours each month

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

- *See Universal Skill Sets*
- *Specific to Speaker/Speaker-elect*
 - Experience in meeting management and facilitation
 - 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 broad knowledge of the nutrition and dietetics profession
 - Thinks globally

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 Subject Matter Expert Task Forces.
- Appoints 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
- Encourages and promotes inclusion, diversity, equity and access
- 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 Subject Matter Expert 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
- 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 Subject Matter Expert Task Forces.
- Performs other duties as designated by the Academy President and HOD Speaker
- Encourages and promotes inclusion, diversity, equity and access