President-elect, President or Immediate Past President Position Description

Term
• 3 positions serving staggered terms
• 3-year term (1 year as President-elect, 1 year as President, 1 year as Immediate Past-President)

Part I: Qualifications
• Member of the Academy in the Active or Retired classification
• Demonstrated experience on and recognized contribution to the Board of Directors and in activities and operations of the Academy
• Participation in national and affiliate and/or district dietetic association activities
• Experience in one or more of the organization units of the Academy during the past five (5) years
• Experience with other related organizations is recognized
• Demonstrates leadership skills and in-depth knowledge of the profession
• Demonstrated experience in providing strategic direction, management, collaboration, team building and fiscal planning
• Registration with the Commission on Dietetic Registration preferred
• Obtains employer support for involvement and time commitment

Part II: Requirements
• The President-elect shall serve for one (1) year. As President-elect, works closely with President in learning role and responsibilities to ensure continuity and fills in as needed. At the end of this term the President-elect shall become President and serve for one (1) year. At the end of this term the President shall become Immediate Past-President and serve for one (1) year.
• Time Requirements
  o President-elect: Requires a time commitment of approximately two and a half (2.5) months each year or about one week per month for virtual and in-person meetings and travel in addition to the Food & Nutrition Conference & Expo™. This includes serving on the Board Executive Committee, Compensation Committee, Foundation Board of Directors, Legislative & Public Policy Committee, Finance and Audit Committee and the Committee for Lifelong Learning. Additional time is required for presentations at internal and external organization meetings and events. An invitation to the President-elect to present can be transferred at the discretion of the President in consultation with the CEO. Willingness to commit time and talent to special projects and/or task force assignments, if needed, from the Board of Directors.
  o President: Requires a time commitment of approximately five (5) months each year or about two weeks per month for virtual and in-person meetings and travel in addition to the Food & Nutrition Conference & Expo™. This includes serving on the Board Executive Committee and Compensation Committee. Additional time is required for presentations at internal and external organization meetings and events. An invitation to present can
be transferred at the discretion of the President in consultation with the CEO.
Willingness to commit time and talent to special projects and/or task force assignments, if needed, from the Board of Directors.

- **Immediate Past-President**: Requires a time commitment of approximately two and a half (2.5) months each year or about one week per month for virtual and in-person meetings and travel in addition to the Food & Nutrition Conference & Expo™. This includes serving on the Board of Directors, the Nominating Committee and the Honors Committee. Additional time is required for presentations at internal and external organization meetings and events. An invitation to the Immediate Past President to present can be transferred at the discretion of the President in consultation with the CEO. Willingness to commit time and talent to special projects and/or task force assignments, if needed, from the Board of Directors.

Note: A stipend is provided for the positions of President-elect, President and Immediate Past-President to cover expenses incurred on behalf of the Academy.

**Part III: Recommended Skill Sets and Attributes**
- **See Universal Skill Sets**
- **Specific to President/President-elect**
  - Possesses experience and familiarity with the role of a Board of Directors, leadership related to embracing/managing positive change, and policy implementation, promoting a culture of inquiry and communication
  - Thinks strategically, globally and futuristically taking into account the needs of the entire membership, including competing factions/trends
  - Identifies opportunities, addresses difficult issues and generates solutions
  - 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
  - Understands board-member-staff interrelationships
  - Demonstrates meeting management and facilitation skills
  - Ability to work confidently with media
  - Demonstrates broad knowledge of the nutrition and dietetics profession
  - Exhibits self-confidence with internal and external audiences
  - Thinks globally
  - Demonstrates servant-leadership
Part IV: Functions

• **As President-elect**
  – Serves as a member of the Board of Directors and its Executive Committee
  – Serves as a member of the Compensation Committee, Foundation Board of Directors, Legislative & Public Policy Committee, Finance and Audit Committee and the Committee for Lifelong Learning
  – Performs the functions of the office of president in the president's absence or when the president is unable to perform the functions of the president as determined by the Board of Directors
  – Appoints the chair and members of all standing committees to serve during the president-elect’s term as president
  – Performs such other duties as may be designated by the Board of Directors
  – Serves as official spokesperson of the Academy
  – Encourages and promotes inclusion, diversity, equity and access

• **As President**
  – Serves as the chair of the Board of Directors and its Executive Committee and Compensation Committee
  – Appoints the chair and members of any special committees of the Board of Directors and official Academy representatives
  – Serves as an ex-officio member without vote on committees of the Board of Directors
  – Serves as official spokesperson of the Academy
  – Encourages and promotes inclusion, diversity, equity and access

• **As Immediate Past-President**
  – Serves as a member of the Board of Directors
  – Serves as a member on the Nominating Committee
  – Serves as Chair of the Honors Committee
  – Serves as official spokesperson of the Academy
  – Encourages and promotes inclusion, diversity, equity and access