Michigan Academy of Nutrition and Dietetics Policies and Procedures
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Michigan Academy of Nutrition and Dietetics
(Michigan Academy)
Board of Directors

Non-voting Board of Directors
- Michigan Academy Executive Director
- MDAI President
- Reimbursement Chair

Elected
- President-elect*
- Secretary Treasurer*
- Secretary-Treasurer-elect*
- Michigan Academy Delegate*

Appointed Directors*
- Membership
- Newsletter
- Public Policy Coordinator
- State Regulatory Specialist
- PR/Marketing
- Prof. Development
- Nominating Chair

President*

Task Forces
- Work Groups
- Liaisons
- District Presidents
- Dietetic Groups

*Voting Member, Board of Directors
PRESIDENT

Term of Office

One year, beginning at the initiation of the fiscal year of the Association. Preceded by one year as President-elect. Elected by general membership on the Michigan Academy Ballot. Upon completion of President's term the President will serve one year as Nominating Chair.

Criteria for Position

1. Active, retired, or technician member of the Academy of Nutrition and Dietetics for at least five [5] years preceding nomination.
2. Experience in Association activities and thorough familiarity with the state association, its activities, and operation. Leadership capabilities apparent. Experience on the Board of Directors of the Association as an officer, director, or task force member within the past three [3] years.
3. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, Area II, dietetic groups, and district associations.
4. Availability of time for performance of duties of positions for three years as President-elect, President and Nominating Chair.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the Board of Directors, Committees, Task Forces and Work Groups.
3. Accountable to the Academy.
4. Communicate regularly with the Michigan Academy Office/Executive Director.

Bylaws Description of Responsibilities

1. Serve as the chief executive officer and official spokesperson of the Association, and the Chair of the Board of Directors.
2. Ensure the Association's strategic direction and values are carried into effect except in those instances in which those responsibilities are specifically assigned to another office.
3. Assist the Directors, as needed.
4. Assist the chair task forces and work groups.
5. Preside at meetings of the full membership and the Board of Directors.

Specific Responsibilities

1. Chief Executive Officer of Association and Chair of Board of Directors
   a. Attend all meetings of the Board of Directors. [In the event of emergency necessitating meeting absence, brief the President-elect on agenda and duties. Following the meeting, confer by telephone or e-mail with the President-elect.] Develop agendas for Board of Directors meetings in consultation with other board members:
      1. Plan with Secretary-Treasurer for dates of call for board reports and means of dissemination of these reports.
      2. Review minutes of previous meetings and action tracking form for items of old and unfinished business which must be covered.
      3. Prepare agenda and e-mail to all board members at least two [2] weeks before the meeting.
      4. Review plans for Board Meeting agenda with the President-elect, and Executive Director in advance of each meeting.
b. Conduct all meetings of the Board of Directors according to the parliamentary procedures stipulated in Robert’s Rules of Order.

c. Implement all motions of the Board by general supervision, delegation, or personal action, as appropriate.

d. Preside over Annual Member Meeting of the Association according to business meeting procedure.

e. Express written thanks to Michigan Academy officers, committee chairs, and task force/work group leaders at the end of term of office for their services and contributions.

f. Initiate annual review of the Association’s Bylaws and Michigan Academy Policy and Procedure Manual, and, if needed, revision of these documents. Review of Policy and Procedures will take place at the winter BOD meeting.

g. Initiate annual review of all contracts with compensated personnel, and renew or change and sign, with approval from the Board of Directors. Contracts will be sent to Michigan Academy’s contractors by February 15 and approved at the BOD meeting prior to the Annual Conference BOD Meeting.

2. Appointment of Directors, Task Forces/Work Groups, Liaisons

   a. Assist in the appointment of Directors, Task Forces/Work Groups and Liaisons needed to fulfill the Association’s Strategic Plan and inform them of the mission, the proposed timetable for action, and fiscal allocations. These positions will be approved by the Board of Directors.

   b. Confirm all appointments in writing and provide relevant information to the appointees on fiscal constraints, policies, and relationship to Michigan Academy organizational structure and Bylaws.

   c. Inform Executive Director and Michigan Academy Secretary-Treasurer of appointee’s address, telephone and fax numbers, and e-mail address for use in compiling leader directory and communicating relevant board communiqués.

   d. Receive and review regular reports of appointees and respond with guidance or action as needed.

   e. Appoint replacements for Directors, Task Forces/Work Groups Leaders, and Liaisons who resign before completing their term.

3. Strategic Plan and Budget

   a. Present previously accepted Strategic Plan and Budget to new Board of Directors at its first meeting of the fiscal year.

   b. Provide dates for upcoming Association year for Michigan Academy and the Academy Calendar of Events to the Board members prior to the first meeting of the Association year.

       1. Dates of Board of Directors meetings.
       2. Dates for submission of reports for Board meetings
          Secretary Treasurer sends out the memo to the Board of Directories and the President instructs the BOD at the first meeting of the procedure.
       3. Dates for the Academy Food and Nutrition Conference and Exhibition [FNCE], Michigan Academy Annual Conference and other major events.

4. Development of Future Strategic Plan and Budget

   a. The President will serve as a member of the Strategic Plan Work Group, which is chaired by the President-elect, to develop the proposal for the Michigan Academy Strategic Plan for the Upcoming year.

   b. Send the proposed Michigan Academy Strategic Plan to the Board of Directors by e-mail least two [2] weeks prior to the final Board meeting of term as President-elect.
c. Develop a draft Budget in consultation with the Michigan Academy Secretary-Treasurer, Michigan Academy Secretary-Treasurer-elect, President and Michigan Academy Executive Director.
d. Work with the Executive Director in developing the draft budget to be sent to the Board of Directors by e-mail, at least two [2] weeks prior to the final Board meeting of term as President-elect.
e. Present the proposed Michigan Academy Strategic Plan for approval by the Board of Directors at its final meeting of term as President-elect.

5. **Absences of Michigan Academy Board Members**
   
a. Receive notification for absences in advance of meeting and provide guidance in assuring and preparing for their responsibilities with respect to the meeting agenda.
b. Contact Board members not providing notice to inquire reason for absence and brief them on actions related to their responsibilities.
c. Counsel with Board members with repetitive absences and determine their ability to implement their Michigan Academy responsibilities satisfactorily.
d. Request resignations of Board members who are unable to fulfill their duties and appoint successors after consultation with the Board of Directors.

6. **Ex-officio Membership**
   
a. Review meeting minutes and documents of all Committees and Task Forces/Work Groups and provide guidance or counsel as appropriate.
b. Inform chairs or leaders of recommendations or actions taken by the Board of Directors that affect the action of these groups.

7. **Monitoring of Michigan Academy Annual Conference**
   
a. Consult on a continuing basis with the Michigan Academy Executive Director and the Conference Program Co-Chairs, and Task Force Leaders regarding the progress of the plans for the Michigan Academy Annual Conference.
b. Communicate to the Board of Directors regarding the progress of the plans for the Michigan Academy Annual Conference with emphasis on needs and recommendations in the planning and implementing processes.
c. Communicate with the Academy Board of Directors requesting a national representative for the state conference, and issue an invitation to the Academy approved representative to the state conference on behalf of Michigan Academy.

8. **General Powers of the Office**
   
a. Assume responsibility for maintaining congruence with Michigan Academy Bylaws and implementation of Michigan Academy Policies and Procedures in Association activities.
b. Take leadership in meeting the needs of all members according to the Michigan Academy Strategic Plan.
c. Ensure that all recommendations submitted to the Board of Directors are duly considered and that all actions directed by the Board are completed.
d. Report to members the actions and activities of the Association via The Link and/or the Michigan Academy web site.
e. Represent the Association at meetings of allied groups when invited, or appoint a representative if unable to attend the meetings.
f. Speak for the Association in legislative or policy hearings or delegate this responsibility to an appropriate Michigan Academy Director after consultation with that Director.
9. **Communication with the American Dietetic Association**

   a. Attend meetings or activities planned for state association presidents at the Academy Food and Nutrition Conference and Exhibition and Spring Leaders Conference or, if unable to attend, appoint a representative for Michigan Academy from the Board of Directors.
   b. Consult with Michigan Academy Delegates on issues and matters of relationship with the Academy, and review with them content and strategies for resolutions submitted to the House of Delegates.
   c. Communicate on behalf of Michigan Academy with the Academy House of Delegates’ Committee on State Associations and with officers and headquarters staff of the Academy.
   d. Make suggestions after consultation with the Board of Directors for the Academy Honors [Cooper Lecture, Copher Award, Medallion Recipients, Honorary Members, etc.] and for names of Michigan Academy members for consideration by the Academy Nominating Committee for national offices.
   e. Respond to requests for information from the Academy regarding state activities by personal correspondence or delegation.
   f. Transmit immediately to Michigan Academy Board of Directors correspondence of high priority from the Academy.
   g. Submit to the Academy the Michigan Academy Annual Report, which indicates the achievement status of each aspect of the Michigan Academy Strategic Plan.

10. **Orientation of President-elect**

    a. Keep the President-elect informed about all Association issues, by sending a copy of all correspondence related to Michigan Academy activities.
    b. Review plans for Board agendas with the President-elect in advance of each Board meeting.
    c. Send copies of materials from the Academy regarding state activities and House of Delegates to the President-elect.
    d. Monitor progress of the President-elect in Board appointments and in development of Strategic Plan and Budget for the succeeding year.
    e. Provide guidance to the President-elect as appropriate and requested in maintaining the momentum and direction of Michigan Academy Activities.

11. **Michigan Academy Records**

    b. Maintain the current Michigan Academy President’s files in an organized fashion.
    c. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the incoming President-Elect.
    d. Deliver files to incoming officer with master list of file folders within two weeks of leaving office, but preferably at the last Board of Directors meeting for the Association year.

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PRESIDENT-ELECT

Term of Office

One year, beginning at the initiation of the fiscal year of the Association. Will assume the office of President in succeeding year. Elected by general membership on the Michigan Academy Ballot.

Criteria for Position

1. Active, retired, or technician member of the Academy for at least five [5] years preceding nomination.
2. Experience in Association activities and thorough familiarity with the state association, its activities, and operation.
3. Experience on the Board of Directors of the Association as an officer, director, or task force member within the past three [3] years.
4. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, Area II, dietetic practice groups, and district associations.
5. Availability of time for performance of duties of positions for two years as President-elect and President.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and the Board of Directors.

Bylaws Description of Responsibilities

1. Support the President in leading the Association towards its strategic direction and values.
2. Serve as a member of the Board of Directors of the Association.
3. Perform the functions of the office of President in the absence or disability of the President.

Specific Responsibilities

1. Member of Board of Directors
   a. Attend all meetings of the Board of Directors.
   b. Submit agenda items for Board meetings and rationales for these to the President at least two [2] weeks prior to the meetings.
   c. Confer with the President on agenda development and implementation of actions of the Board of Directors.
   d. Implement tasks assigned by the President and Board of Directors appropriate to the Strategic Plan and to preparation for term as President.
   e. Oversee the activities of the District Dietetic Associations (DDA) and Dietetic Groups (DG).
   f. Contact each aligned DDA President and DG Chair on a routine basis, or through conference call meeting at least once per quarter, regarding progress, issues, and initiatives.
   g. Provide updates of DDA or the DG groups to the Michigan Academy Board members via the next scheduled Michigan Academy Board of Director meeting or through email if warranted.
   h. The President-elect recruits with the assistance of the president with the final approval by the BOD prior to June.
2. **Performance of President’s Responsibilities, if Required**
   
a. Assume the responsibilities of the President in the event of emergencies or inability of the President to continue in office, as described under President’s Responsibilities.

3. **Appointments of Directors and Task Forces/Work Groups**
   
a. Assists the Directors for the upcoming Association year.
   
b. Assists the Chair of Task Forces/Work Groups required for the completion of the Strategic Plan for the upcoming Association year.
   
c. Consult with the President on willingness of existing liaisons to continue in their roles, and appoint new liaisons for the upcoming year after consulting the Board of Directors for recommendations.
   
d. Confirm all appointments in writing and provide relevant information such as mission of the group, the proposed timetable for action, fiscal allocation, policies, and relationship to Michigan Academy Organizational Structure and Bylaws.
   
e. Announce the appointment of Directors and Task Force/Work Group Leaders prior to the last meeting of the Board of Directors as President-elect to enable orientation and files transfer by outgoing Directors and Task Force/Work Group Leaders.

4. **Development of Future Strategic Plan and Budget**
   
a. Appoint Strategic Plan Work Group (includes the President and Nominating Chair (Past President) in developing the proposed Michigan Academy Strategic Plan for the upcoming Association year.
   
b. Send the proposed Michigan Academy Strategic Plan to the Board of Directors by e-mail least two [2] weeks prior to the final Board meeting of term as President-elect.
   
c. Develop a draft Budget in consultation with the Michigan Academy Secretary-Treasurer, Michigan Academy Secretary-Treasurer-elect, President and Michigan Academy Executive Director.
   
d. Work with the Executive Director in developing the draft budget to be sent to the Board of Directors by e-mail, at least two [2] weeks prior to the final Board meeting of term as President-elect.
   
e. Present the proposed Michigan Academy Strategic Plan for approval by the Board of Directors at its final meeting of term as President-elect.

5. **Orientation for Term as President**
   
a. Review Michigan Academy and the Academy documents received from the President during year as President-elect and clarify any questions raised by these materials.
   
b. Attend the Academy Meeting of Leaders arranged by the Academy House of Delegates.
   
c. Attends the Academy House of Delegates meeting of the Academy Food and Nutrition Conference and Exhibition if it does not conflict with the Academy Affiliate Training Meeting.
   
   
e. Obtain and present the Association’s gift of appreciation to the outgoing President at the final Board meeting of the Association year.
6. **Michigan Academy Records**
   
   
b. Maintain the current President-elect’s files in an organized manner.
   
c. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the incoming President-Elect.

Michigan Academy Manual – President-elect
SECRETARY-TREASURER and SECRETARY-TREASURER-ELECT

Term of Office

One year, beginning at the initiation of the fiscal year of the Association. Will assume position of Secretary-Treasurer in succeeding year. Elected by general membership on the Michigan Academy Ballot.

Criteria for Position

1. Active, retired, or technician member of the Academy and Michigan Academy for at least three [3] years preceding nomination.
2. Experience in Association activities and thorough familiarity with the state association, its activities, and operation.
3. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, dietetic practice groups, and district associations.
4. Availability of time for performance of duties of positions for two years as Secretary-Treasurer-elect and Secretary-Treasurer.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and the Board of Directors.
3. Assist with coordination of activities with Michigan Academy Central Office staff.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors of the Association with voting privileges.
2. Assist the Secretary-Treasurer in fulfilling the functions of that position as a means of learning the clerical and financial affairs of the Association.

Specific Responsibilities – Secretary-Treasurer

1. Member of Board of Directors

   Attend all meetings of the Board of Directors.

2. Board of Director Meetings/Minutes

   a. Electronically sends out Michigan Academy Board Meeting announcements two weeks prior to the BOD meeting.
   b. Completes and updates the Action Tracker form with Approved Motions. This is updated after the BOD Meeting Minutes have been approved.
   c. The Action Tracker is sent out to the BOD along with the next BOD meeting notice.
   d. Completes the BOD meeting minutes and sends for proofing to the Secretary-elect and the Michigan Academy Executive Director.
   e. Upon receiving any edits from Secretary Treasurer-Elect or Executive Director, the Secretary Treasurer will finalize the minutes and send electronically to the BOD within 30 days of the previous meeting. The Executive Director will maintain file of minutes in the Michigan Academy office.

3. Expense Approvals

   a. The Secretary-Treasurer will approve all BOD expenses within five business days of receipt and forward to the Michigan Academy Executive Director for payment.
b. The Secretary-Treasurer will review the month’s end financial statement including the investment accounts. The report will be prepared by the Executive Director.

c. The Secretary-Treasurer will serve on the budget committee for preparation of Michigan Academy’s annual budget. Meetings will be scheduled between late February and April as deemed necessary.

d. Present the draft Michigan Academy Budget for approval by the Board of Directors at its final meeting.

4. Michigan Academy Records


b. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Secretary/Treasurer-Elect.

c. Deliver files to Secretary-Elect with a master list of file folders within two weeks of leaving office, but preferably at the last Board of Directors meeting for the Association year.

Specific Responsibilities – Secretary-Treasurer-ELECT

1. Member of Board of Directors

   Attend all meetings of the Board of Directors.

2. Secretary-Treasurer-Elect Activities

   a. The Secretary-Treasurer-Elect will cover for the Secretary-Treasurer in the event Secretary-Treasurer is unable to complete the task. (See tasks listed under Secretary-Treasurer).

   b. The Secretary-Treasurer-Elect will attend the budget committee for preparation of Michigan Academy’s annual budget. Meetings will be scheduled between late February and April as deemed necessary.

   c. The Secretary-Treasurer-Elect will receive files and flash drive from the Secretary-Treasurer within two weeks of Secretary Treasurer leaving office, but preferably at the last Board of Directors meeting for the Association year.

   d. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Secretary-Elect.
DELEGATE

Term of Office

Three year term, (first year as Delegate-Elect) beginning at the initiation of the fiscal year of the Association following election. Elected by general membership on the Michigan Academy Ballot.

Criteria for Position

1. Active or retired member of the Academy for at least five [5] years preceding nomination, with residence or employment in Michigan.
2. Experience in Association activities and thorough familiarity with the state association, its activities, and operation. Leadership capabilities apparent.
3. Experience on the Board of Directors of the Association as an officer, director, or task force member within the last three [3] years.
4. Understanding of the organizational structure of the Academy and the House of Delegates, Michigan Academy and its affiliation to the Academy, the Academy Foundation, dietetic practice groups, and district associations.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President, the Board of Directors, and Task Forces/Work Groups (as assigned).
3. Accountable to the Academy House of Delegates.

Bylaws Description of Responsibilities

1. Serve as a member of the Michigan Academy Board of Directors with voting privileges.
2. Represent and act on behalf of members at all meetings of the Academy House of Delegates.
3. Communicate all business and current issues of the House of Delegates to and from the Board of Directors and the Association membership.
4. Communicate pertinent professional and practice issues to the District Association Presidents and State Dietetic Group Chairs.

Specific Responsibilities

1. Member of Michigan Academy Board of Directors.
   a. Attend and participate in all meetings of the Board of Directors.
   b. Submit agenda items with rationales for Board meetings to the President at least two [2] weeks prior to the meetings.
   c. Provide written report of tactic achievement of the Strategic Plan to the Secretary-Treasurer by Email and Web site posting at least one [1] week in advance of the Board meetings.
   d. Provide reports of critical issues before the House of Delegates to the Board of Directors at least one [1] week prior to the Board meetings.

2. Member of the Academy House of Delegates [HOD].
   a. Participate in House of Delegates [HOD] meetings as a representative of Michigan Academy. If unable to attend a HOD meeting, notify the Michigan Academy President who will appoint a proxy Delegate.
   b. Comprehend the principles of parliamentary procedures, including HOD Bylaws, Manual, and Standing Rules.
c. Understand the basic structure of the Academy and HOD, including functions of various committees and task forces.
d. Implement the right to vote and formally speak on issues as needed.
e. Interact with Michigan Academy’s members via the Michigan Academy website and conferences.
f. Identify professional issues affecting dietetic practice in Michigan.
g. Identify topics for future mega issue deliberations at HOD meetings based on needs, concerns, and interests of the Michigan Academy members.
h. Submit resolutions on behalf of Michigan Academy to the HOD according to the HOD Manual.
i. Maintain communication via the Community of Interest site with HOD Leadership Team and respond to requests from Speaker and House committees or task forces.
j. Monitor the Academy budget and address issues via the HOD representative on the Academy Finance Committee.
k. Accept appointments for HOD committees, subcommittees, and task forces and complete assigned tasks.
l. Monitor the functions of the HOD to ensure compliance with the Bylaws.
m. Maintain communication with constituents [Michigan Academy members, district dietetic associations, dietetic groups, and Board of Directors] regarding member and professional issues and the Academy initiatives and programs by meeting attendance, written and oral reports, conference calls, newsletter articles, Website posting, and/or Email messages.
n. Recommend Michigan Academy candidates for the Academy offices, Task Forces, honorary members, and awardees.

3. **Michigan Academy Records**

b. Maintain the current Michigan Academy Delegate’s files in an organized fashion.
c. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Delegate-Elect when there is Delegate-Elect.
MEMBERSHIP DIRECTOR

Term of Office

One year position beginning at the initiation of the fiscal year of the Association after appointment. Appointed by Incoming President based upon the needs of the Michigan Academy Strategic Plan, and to maintain continuity on the Board of Directors. May be appointed for an additional term.

Criteria for Position

1. Active, retired, or technician member of the Academy for at least three [3] years preceding nomination.
2. Experience in Association activities and familiarity with the state association, its activities, and operation. Leadership capabilities apparent.
3. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, Area II dietetic practice groups, and district associations.
4. Availability of time for performance of duties of the position of Director for term of service.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and Board of Directors.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors with voting privileges.
2. Assist the President in leading the Association in its Strategic Plan, particularly in areas of member issues, member communications.

Specific Responsibilities

1. Member of Board of Directors
   
   a. Attend all meetings of the Board of Directors.
   b. Submit agenda item request and rationale for Board meetings to the President at least two [2] weeks prior to meetings.
   c. Submit written reports of achievement status of Strategic Plan goals, objectives, and tactics, using Template for Position Reports, to Board members via email at least one [1] week in advance of meetings.
   d. Perform tasks as directed by the President and/or Board of Directors.

2. Aligned Task Forces and Work Groups

   The appropriate task force groups for Member Director would be: Mentor Chairperson, and New Member)

   a. The Membership Director committee and executive director will develop the committee member list, the specific charges, allocated budget, and projected deadline for the completion of the charge[s] for each aligned Task Force or Work Group.
   b. Clarify any issues regarding the work of the aligned Task Force or Work Group.
   c. Contact each aligned Task Force or Work Group Leader on a routine basis, at least once a month, regarding progress and issues of the group, obtain written report.
   d. Submit this written report of the Task Force or Work Group to the Board members via Email or Web site posting, at least one [1] week prior to the Board of Directors meeting.
e. Clarify any questions of the Board members regarding the progress and issues of each aligned Task Force and Work Group at the Board of Directions meetings.
f. Once appointed to an office or committee, the appointee must fulfill the obligation to the end of the term unless relocating out of state.

3. Member Issues

a. Serve as the Michigan Academy contact person to answer inquiries from Michigan Academy members regarding issues related to Michigan Academy’s Strategic Plan, initiatives, budget, and Board direction.
b. Identify common concerns of Michigan Academy members through surveys, The Link, and Michigan Academy Web Site.
c. Report the identified member concerns to the Board of Directors and recommended action[s] to resolve these issues.
d. Work with the Executive Director and additional help from current Michigan Academy Board Members on contacting not yet renewed members.
e. Assure that all information and announcements needed by the Michigan Academy members are included in the member section of the Michigan Academy Web site.
f. Oversee the work of the Task Force(s): Member Recruitment Task Force

4. Michigan Academy Records

b. Maintain the current Membership Director files in an organized fashion.
c. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming Membership Director.

Michigan Academy Manual – Membership Director
NEWSLETTER DIRECTOR

Term of Office

One year position beginning at the initiation of the fiscal year of the Association after appointment. Appointed by President-elect based upon the needs of the Michigan Academy Strategic Plan, on a staggered basis to maintain continuity on the Board of Directors. May be appointed for an additional term.

Criteria for Position

1. Active, retired, or technician member of the Academy for at least three [3] years preceding nomination.
2. Experience in Association activities and familiarity with the state association, its activities, and operation. Leadership capabilities apparent. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, Area II, dietetic practice groups, and district associations.
3. Availability of time for performance of duties of the position of Director for term of service.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and Board of Directors.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors with voting privileges.
2. Assist the President in leading the Association in its Strategic Plan, particularly in areas of member issues, member communications, legislation/public policy, public relations/marketing, and professional development.

Specific Responsibilities

1. Member of Board of Directors
   a. Attend all meetings of the Board of Directors.
   b. Submit agenda item request and rationale for Board meetings to the President at least two [2] weeks prior to meetings.
   c. Submit written reports of achievement status of Strategic Plan goals, objectives, and tactics, using Template for Position Reports, to Board members via Email at least one [1] week in advance of meetings.
   d. Perform tasks as directed by the President and/or Board of Directors.

2. Newsletter Director
   a. Announce the deadlines for the receipt of copy for the Michigan Academy newsletter, *The Link*.
   b. There will be one print newsletter per year (Spring edition); the other 3 newsletters will be web editions.
   c. Oversee the preparation of *The Link*.
   d. Collect and edit articles received from Michigan Academy board and membership.
   e. Work with the Executive Director on the design layout/further editing.
   f. Discusses with Executive Director final copy that the executive director will send to the printing company.
   g. Receives acknowledgment from the Executive Director that the final printed copies have been sent to the mass mailer for dissemination of *The Link*. 

h. Work with Executive Director to forward newsletter to Michigan Academy Web Master for posting on the website. A blast email will be sent to members to alert them of the upcoming Link.

i. Once appointed to an office or committee, the appointee must fulfill the obligation to the end of the term unless relocating out of state.

3. **Aligned Task Forces and Work Groups**

   a. Ask the Poster sessions Chair, Awards Chair, the Academy, Districts, Dietetic Groups and Task Force Groups) to submit article to LiNK Publication as needed.

4. **Michigan Academy Records**


   b. Maintain the current Director’s files in an organized fashion.

   c. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming Newsletter Director.

Michigan Academy Manual – Newsletter Editor Director
STATE POLICY REPRESENTATIVE (SPR)

Term of Office

Three year position, with the first year serving as SPR-elect, and two years as SPR. Approved by the BOD based upon the needs of the Michigan Academy Strategic Plan, and to maintain continuity on the Board of Directors.

Criteria for Position

1. Active, retired, or technician member of the Academy for at least three [3] years preceding nomination.
2. Experience in Association activities and thorough familiarity with the state association, its activities, and operation.
3. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, Area II, dietetic groups, and district associations.
4. Availability of time for performance of duties of the position for term of service.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and Board of Directors.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors with voting privileges.
2. Assist the President in leading the Association in its Strategic Plan, particularly in areas legislation/public policy.

Specific Responsibilities

1. Member of Board of Directors
   a. Attend all meetings of the Board of Directors.
   b. Submit agenda item request and rationale for Board meetings to the President at least two [2] weeks prior to meetings.
   c. Submit written reports of achievement status of Strategic Plan goals, objectives, and tactics, using Template for Position Reports, to Board members via email at least one [1] week in advance of meetings.
   d. Perform tasks as directed by the President and/or Board of Directors.

2. The State Policy Representative responsibilities:
   a. Gain consensus within the public policy panel on three state public policy priorities. Maintain a program of work consistent with selected priorities.
   b. Track state legislative issues of importance to Registered Dietitians, and oversee the affiliate’s response to emerging opportunities and issues.
   c. Engage with appropriate leaders – including DPG representatives in the state – to manage practice matters. Affiliates may want to delegate responsibility for specific policy issues to individuals with expert knowledge or interest to lead affiliate action in a particular effort.
   d. Coordinate appointments with the Governor’s office, state legislators and other public officials to raise the profile of the association.
   e. Serve as the Chair of State Legislative Day organizing committee. Work with the committee to organize the event and meetings with state legislators. The PPC and SRS will assist the SPR with Legislative Day.
f. Coordinate with the Public Policy Coordinator and the State Regulatory Specialist on policy issues to assure that the affiliate stance is consistent with the Academy’s.

g. Serve on the Affiliate Public Policy Panel in a substantive role. Act as a liaison with the Academy Director of State Government Relations to collaboratively consider the affiliate’s response to emerging opportunities and policies.

h. Assist the PPC with PPW for the Districts and Dietetic Groups.

3. State Legislature Contact

The SPR identifies state legislators who serve on committees with jurisdiction on issues impacting food, nutrition and health legislation.

a. Make appointments with these legislators when you are not asking for a specific vote or favor. Be sure your meetings include one or more constituents of the legislator. Become a resource on issues on their food, nutrition and health agenda.

b. Watch the news for issues they care about and let them know your knowledge and interest in these issues. Assist affiliate members in making appointments with any of the state’s legislators in their district or state capital offices.

c. Pay attention to the personal connections of your affiliate leaders and train your members to develop and maintain relationships with the legislators.

4. Aligned Task Forces and Work Groups

a. The SPR and committee will develop the committee member list, the specific charges, allocated budget, and projected deadline for the completion of the charge[s]. Clarify any issues regarding the work of the aligned Task Force or Work Group.

b. Contact each aligned Task Force or Work Group Leader on a routine basis, regarding progress and issues of the group.

c. Obtain a written report from each aligned Task Force or Work Group Leader on the status of the achievement of the Strategic Plan goals, objectives, and tactics, using the Template for Reports of Board Positions, at least two [2] weeks prior to each meeting of the Board of Directors.

d. Submit this written report of the Task Force or Work Group to the Board members via Email at least one [1] week prior to the Board of Directors meeting.

e. Clarify any questions of the Board members regarding the progress and issues of each aligned Task Force and Work Group at the Board of Directions meetings.

5. Michigan Academy Records

a. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming SPR.

b. Orient the incoming State Policy Representative regarding specific responsibilities of the position and the role of the position in the structure, operation and relevant policies of Michigan Academy.
PUBLIC POLICY COORDINATOR (PPC)

Term of Office

Three year position, with the first year serving as PPC-elect, and two years as PPC. Approved by the BOD based upon the needs of the Michigan Academy Strategic Plan, and to maintain continuity on the Board of Directors.

Criteria for Position

1. Active, retired, or technician member of the Academy for at least three [3] years preceding nomination. Experience in Association activities and familiarity with the state association, its activities, and operation. Leadership capabilities apparent.
2. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy/F, Area II, dietetic groups, and district associations.
3. Availability of time for performance of duties of the position for term of service.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and Board of Directors.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors with voting privileges.
2. Assist the President in leading the Association in its Strategic Plan, particularly in areas of member issues, member communications, legislation/public policy, public relations/marketing, and professional development.

Specific Responsibilities

1. Member of Board of Directors
   a. Attend all meetings of the Board of Directors.
   b. Submit agenda item request and rationale for Board meetings to the President at least two [2] weeks prior to meetings.
   c. Submit written reports of achievement status of Strategic Plan goals, objectives, and tactics, using Template for Position Reports, to Board members via email at least one [1] week in advance of meetings.
   d. Perform tasks as directed by the President and/or Board of Directors.
2. The Public Policy Coordinator responsibilities:
   a. The PPC plays a dual role, operating on both state and federal levels. This person serves as one of the key connections between the Academy Policy Initiatives and Advocacy staff and grassroots leaders on the Academy public policy stances and processes.
   b. The Public Policy Coordinator brings his or her expertise to bear more broadly in the Academy and the affiliate. He or she serves as one of the key connections between the Academy Policy Initiatives and Advocacy staff and grassroots leaders on the Academy public policy stances and processes.
   c. The PPC serves on the affiliate’s Public Policy Panel in a substantive role and as a liaison to the Academy’s staff with policy issues responsibilities. This person works collaboratively with the State Policy Representative, the State Regulatory Specialist and the affiliate President to coordinate affiliate public policy goals.
3. The PPC:
a. Works proactively to create and maintain a network of food, nutrition and health advocates in the state.
b. Leads the way for state planning of the Public Policy Workshop (PPW) activities, for both the Public Policy Workshop held in Washington, D.C., and for the Public Policy Workshop with the virtual programs in the states.
c. Encourages grassroots training and participation in the Academy and affiliate campaigns, including follow through on Action Alerts issued by the Academy.
d. Maintains a compendium of the Academy stances on issues and helps interpret their application in non-federal venues. Advises the affiliate to abide by the Academy stances in state and local issues work.
e. Leads the plan for affiliate members to make appointments with congressional district offices throughout the year and particularly while Congress is in recess.
f. Supports the work of the SPR and SRS on state legislative and regulatory work.
g. Participates in the Academy conference calls for targeted communication with the PPCs. These calls provide background and context for grassroots networks and advocacy work in your state.
h. Each Affiliate should budget sufficient funding to send its grassroots leaders to PPW in Washington, D.C. When PPW is in a virtual format, those funds should cover the cost of sending one or more members to Washington to lobby the congressional delegation from their state on an array of the Academy issues. The timing of these visits may be any time during the year. Affiliates should first contact the Washington, D.C., office.
i. Assists the SPR in planning Michigan Academy Legislative Day.

4. The Public Policy Workshop

a. The PPC arranges appointments with the U.S. Senators’ district offices, as well as the U.S. Representative offices.
b. The PPC manages the affiliate table(s) at the Academy Public Policy Workshop.
c. Leads grassroots training for members at the state delegation tables.
d. Leads strategic discussions in preparation for your meetings on Capitol Hill.
e. Works with the Legislative and Public Policy Committee and the Academy Washington office to facilitate a successful PPW.

5. Aligned Task Forces and Work Groups

a. Once appointed to an office or committee, the appointee must fulfill the obligation to the end of the term unless relocating out of state.
b. The PPC will establish aligned task forces and work groups as needed and reports this work back to the Michigan Academy President and BOD.

6. Michigan Academy Records


a. Maintain the current files in an organized fashion.
b. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming PPC.
c. Deliver files to incoming Public Policy Coordinator with master list of file folders within two weeks of leaving office, but preferably at the last Board of Directors meeting for the Association year.
d. Orient the incoming Public Policy Coordinator regarding specific responsibilities of the position and the role of the position in the structure, operation and relevant policies of Michigan Academy.
STATE REGULATORY SPECIALIST (SRS)

Term of Office

Three year position, with the first year serving as SRS-elect, and two years as SRS. Approved by the BOD based upon the needs of the Michigan Academy Strategic Plan, and to maintain continuity on the Board of Directors.

Criteria for Position

1. Active, retired, or technician member of the Academy for at least three [3] years preceding nomination. Experience in Association activities and familiarity with the state association, its activities, and operation. Leadership capabilities apparent.
2. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, Area II, dietetic groups, and district associations.
3. Availability of time for performance of duties of the position for term of service.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and Board of Directors.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors with voting privileges.
2. Assist the President in leading the Association in its Strategic Plan, particularly in areas of member issues, member communications, legislation/public policy, public relations/marketing, and professional development.

Specific Responsibilities

1. Member of Board of Directors
   a. Attend all meetings of the Board of Directors.
   b. Submit agenda item request and rationale for Board meetings to the President at least two [2] weeks prior to meetings.
   c. Submit written reports of achievement status of Strategic Plan goals, objectives, and tactics, using Template for Position Reports, to Board members via email at least one [1] week in advance of meetings.
   d. Perform tasks as directed by the President and/or Board of Directors.

2. The State Regulatory Specialist is responsible for:
   a. Tracking state regulatory issues of importance to Registered Dietitians and overseeing the affiliate's response to emerging opportunities and challenges.
   b. Tracking and initiate work with the state agencies managed by the governor. The SRS would initiate meetings with state agency officials to promote access to the RD, DTR and nutrition services in state regulatory and programmatic initiatives.
   c. Ensuring that the affiliate has an up-to-date compendium of current statutes and rules that impact dietetics practice, including scope of practice, facility and program requirements and any other document that defines the requirements and responsibilities for dietitians in your state.
   d. Support members who connect with local contacts, including school systems, local Boards of Health, and similar groups with the Academy stances and affiliate materials.
e. Coordinate with the Public Policy Coordinator and the State Policy Representative on issues to assure that the affiliate stance is consistent with the Academy’s.
f. Ensure that the affiliate’s state agency and regulatory work is consistent with the three priority goals established annually by the Public Policy Panel.
g. Identify other decision-makers within state agencies whose work will impact the affiliate’s goals, particularly those that relate to access to RDs, DTRs, and nutrition services and programs.
h. Consult with the Academy Washington Office and the Legislative and Public Policy Committee to coordinate the Academy stances and positions on emerging regulatory issues in the states.
i. The SRS will assist the SPR and PPC coordinator with Legislative Projects, including planning PPW for the Districts and Dietetic Groups and Michigan Academy Legislative Day.

3. Aligned Task Forces and Work Groups

a. The SRS and committee will develop the committee member list, the specific charges, allocated budget, and projected deadline for the completion of the charge[s] for each aligned Task Force or Work Group.
b. Clarify any issues regarding the work of the aligned Task Force or Work Group.
c. Contact each aligned Task Force or Work Group Leader on a routine basis, at least once a month, regarding progress and issues of the group. Obtain a written report from each aligned Task Force or Work Group Leader on the status of the achievement of the Strategic Plan goals, objectives, and tactics, using the Template for Reports of Board Positions, at least two [2] weeks prior to each meeting of the Board of Directors.
d. Submit this written report of the Task Force or Work Group to the Board members via email at least one [1] week prior to the Board of Directors meeting.
e. Clarify any questions of the Board members regarding the progress and issues of each aligned Task Force and Work Group at the Board of Directions meetings.
f. Once appointed to an office or committee, the appointee must fulfill the obligation to the end of the term unless relocating out of state.

4. Michigan Academy Records

a. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming SRS.
b. Deliver files to incoming SRS with master list of file folders within two weeks of leaving office, but preferably at the last Board of Directors meeting for the Association year.
c. Orient the incoming Public Policy Coordinator regarding specific responsibilities of the position and the role of the position in the structure, operation and relevant policies of Michigan Academy.
PUBLIC RELATIONS MARKETING DIRECTOR

Term of Office

One year position beginning at the initiation of the fiscal year of the Association after appointment. Appointed by incoming President based upon the needs of the Michigan Academy Strategic Plan, and to maintain continuity on the Board of Directors. May be appointed for an additional term.

Criteria for Position

1. Active, retired, or technician member of the Academy for at least three [3] years preceding nomination.
2. Experience in Association activities and thorough familiarity with the state association, its activities, and operation. Leadership capabilities apparent.
3. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, Area II, dietetic groups, and district associations.
4. Availability of time for performance of duties of the position for term of service.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and Board of Directors.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors with voting privileges.
2. Assist the President in leading the Association in its Strategic Plan, particularly in areas of member issues, member communications, legislation/public policy, public relations/marketing, and professional development.

Specific Responsibilities

1. Member of Board of Directors
   a. Attend all meetings of the Board of Directors.
   b. Submit agenda item request and rationale for Board meetings to the President at least two [2] weeks prior to meetings.
   c. Submit written reports of achievement status of Strategic Plan goals, objectives, and tactics, using Template for Position Reports, to Board members via Email and Michigan Academy Web site posting at least one [1] week in advance of meetings.
   d. Perform tasks as directed by the President and/or Board of Directors.
   e. Once appointed to an office or committee, the appointee must fulfill the obligation to the end of the term unless relocating out of state.

2. Specific Responsibilities
   a. Coordinate and implement public relations activities of the Association.
   b. Coordinate and implement activities of the District and the Michigan Academy Media Representatives and the Academy Spokesperson.
   c. Implement the selection and training of the District Media Representatives.
   d. Prepare and submit articles on the Michigan Academy Annual Conference to The Link and Michigan Academy Web site.
   e. Write press releases regarding Michigan Academy Annual Conference or other significant Michigan Academy event or initiative for Journal of the Academy of Nutrition and Dietetics, other organizations, district association newsletters, and for media in the geographical area of the Michigan Academy Conference or event.
f. Explore and implement creative ways to promote Michigan Academy’s activities and to enhance the public image of Michigan Academy.

3. **Aligned Task Forces and Work Groups**

The Director and committee will develop the committee member list, the specific charges, allocated budget, and projected deadline for the completion of the charge[s] for each aligned Task Force or Work Group. Clarify any issues regarding the work of the aligned Task Force or Work Group.

   a. Contact each aligned Task Force or Work Group Leader on a routine basis, at least once a month, regarding progress and issues of the group.
   b. Obtain a written report from each aligned Task Force or Work Group Leader on the status of the achievement of the Strategic Plan goals, objectives, and tactics, using the Template for Reports of Board Positions, at least two [2] weeks prior to each meeting of the Board of Directors.
   c. Submit this written report of the Task Force or Work Group to the Board members via Email or Web site posting, at least one [1] week prior to the Board of Directors meeting.
   d. Clarify any questions of the Board members regarding the progress and issues of each aligned Task Force and Work Group at the Board of Directions meetings.

4. **Michigan Academy Records**

   a. Maintain the current Director’s files in an organized fashion. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming Pr/Marketing Director.
   b. Deliver files to incoming Director with master list of file folders within two weeks of leaving office, but preferably at the last Board of Directors meeting for the Association year.
   c. Orient the incoming Director regarding specific responsibilities of the position and the role of the position in the structure, operation and relevant policies of Michigan Academy.

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PROFESSIONAL DEVELOPMENT DIRECTOR

Term of Office

Two year position, with the first year serving as Professional Development Director-elect. Appointed by incoming President based upon the needs of the Michigan Academy Strategic Plan, and to maintain continuity on the Board of Directors.

Criteria for Position

1. Active, retired, or technician member of the Academy for at least three [3] years preceding nomination.
2. Experience in Association activities and thorough familiarity with the state association, its activities, and operation. Leadership capabilities apparent.
3. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, Area II, dietetic practice groups, and district associations.
4. Availability of time for performance of duties of the position for term of service.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and Board of Directors.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors with voting privileges.

Specific Responsibilities

1. Member of Board of Directors
   a. Attend all meetings of the Board of Directors.
   b. Submit agenda item request and rationale for Board meetings to the President at least two [2] weeks prior to meetings.
   c. Submit written reports of achievement status of Strategic Plan goals, objectives, and tactics, using Template for Position Reports, to Board members via Email and Michigan Academy Web site posting at least one [1] week in advance of meetings.
   d. Perform tasks as directed by the President and/or Board of Directors.

2. Specific Responsibilities
   a. Coordinate and implement the professional development of the Annual spring conference of the Association.
   b. Oversee the selection or theme, topics, and speakers for the Michigan Academy Annual Conference.
   c. Work with the Continuing Education (CEU) Chair in approving requests for continuing education credits for events sponsored by dietetics and other organizations, namely the Spring Annual Conference meeting.
   d. Work closely with MDAI for activities that are held at the annual spring conference: MDAI scholarship awards, and MDAI silent auction.
   e. Work closely with the Awards Chair and Poster Sessions Chair for events held at the annual spring conference.
   f. Identify the issues that impact the practice of dietetics in Michigan and seek solutions to those issues that negatively influence dietetic practice.
g. Once appointed to an office or committee, the appointee must fulfill the obligation to the end of the term unless relocating out of state.

3. **Aligned Task Forces and Work Groups as necessary:**

   a. The Director and committee will develop the committee member list, the specific charges, allocated budget, and projected deadline for the completion of the charge[s] for each aligned Task Force or Work Group.
   b. Clarify any issues regarding the work of the aligned Task Force or Work Group.
   c. Contact each aligned Task Force or Work Group Leader on a routine basis, at least once a month, regarding progress and issues of the group.
   d. Obtain a written report from each aligned Task Force or Work Group Leader on the status of the achievement of the Strategic Plan goals, objectives, and tactics, using the Template for Reports of Board Positions, at least two (2) weeks prior to each meeting of the Board of Directors.
   e. Submit this written report of the Task Force or Work Group to the Board members via email at least one (1) week prior to the Board of Directors meeting.
   f. Clarify any questions of the Board members regarding the progress and issues of each aligned Task Force and Work Group at the Board of Directors’ meetings.

4. **Michigan Academy Records**

   a. Maintain the current Director’s files in an organized fashion.
   b. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming Professional Development Director.
   c. At the termination of office, transfer files on flash drive to the incoming Director along with any pertinent hard copy files.
   d. Deliver files to incoming Director with master list of file folders within two weeks of leaving office, but preferably at the last Board of Directors meeting for the Association year.
   e. Orient the incoming Director regarding specific responsibilities of the position and the role of the position in the structure, operation and relevant policies of Michigan Academy.

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NOMINATING COMMITTEE

Term of Office
One year position beginning at the initiation of the fiscal year of the Association, two Michigan Academy members will be elected by the general membership on the Michigan Academy Ballot. Three members of Michigan Academy will compose the Nominating Committee: the Nominating Chair, which is filled by Michigan Academy's immediate Past President and the two elected general members.

Criteria for Position
1. Immediate Past President of Michigan Academy.
2. Availability of time for performance of duties of position for one year.

Organizational Relationships
1. Accountable to the membership of the Association.
2. Accountable to the President and the Board of Directors.

Bylaws Description of Responsibilities
1. Serve as a member of the Board of Directors with voting privileges.
2. Coordinate the activities of the Nominating Committee to formulate a ballot according to the guidelines of Article IX of the Michigan Academy Bylaws.
3. Conduct a special meeting of the Nominating Committee to nominate two [2] candidates for the office of President-elect, should this position become vacant.

Specific Responsibilities (All dates are subject to change and will be established at the beginning of the term by Nominating Chair, President, and Executive Director

1. Member of Board of Directors
   a. Attend all meetings of the Board of Directors.
   b. Confirm prepared list of all offices to be filled by election with the President and/or Board of Directors by July 1.
   c. Request input on potential candidates for each office from the members of the Michigan Academy Board of Directors by July meeting.
   d. Submit written report of the status of the formulation and processing of the official ballot at each meeting of the Board of Directors.

2. Soliciting Candidates for Each Office –
   a. Review the final report of the previous Nominating Committee by July Meeting.
   b. Review the guidelines of ballot formulation in Article IX – Nominations and Elections of the Michigan Academy Bylaws before the July meeting.
   c. Formulate a list of all offices to be filled by election prior to the July meeting.
   d. Consult with the President, Michigan Academy Institute regarding needed number of open Trustee positions prior to the July meeting.
   e. Contact [by phone and/or e-mail] Nominating Committee members to discuss responsibilities and meeting dates prior to the July meeting.
   f. Send by (email or regular mail) the nomination form for all open positions to the Board of Directors with requested return by August 15.
   g. Place a notice for nominee solicitation and submission process on the Michigan Academy Web site and in the Michigan Academy Link Summer Issue with a deadline of nominations by August 15.
   h. Compile a list of nominees from all sources for each open position.
   i. Discuss and screen nominees in terms of known qualifications for the nominated positions with the Nominating Committee by conference call by August 15.
j. Once elected to office, a nominating committee member must fulfill the obligation to the term unless relocating to another state, and may not step down to run for another office until completion of the term.

k. Send to each selected nominee, via e-mail or regular mail, a memo that includes description, specific responsibilities, and approximate time commitment of the position, form for agreement or denial for placement of name on the Michigan Academy ballot, biographical form, and responses to ballot question[s] by September 1, with October 1 response deadline. [If Michigan Academy member agrees to be an official nominee for a position, request that a copy of the Academy membership card be enclosed with the biographical form.]

l. Make follow-up calls to each nominee within one week of mailing nomination materials regarding inquiries and concerns about the nomination and the position.

m. Screen the biographical data for each candidate in terms of meeting the qualifications for the position by conference call with the Nominating Committee by October 15.

n. Compile list of official nominees, and if necessary, seek additional nominees from all sources until appropriate number of qualified candidates is obtained for each position by October 15.

o. Consult with the Michigan Academy Board of Directors regarding the finalized list of nominees for the positions to be filled.

p. The Board of Directors will vote on the approval of the ballot at the October or, November meeting or by evote if necessary by the end of November.

q. In the event that the office of President-elect becomes vacant, prepare a special slate, using the above procedures as expeditiously as possible.

3. Preparation of Official Ballot for Printing and Distribution

   a. The Nominating Chair will work with the Executive Director on the layout and design of the ballot, and check for accuracy before granting approval to move forward with printing. The Executive Director oversees the printing of the ballot and dissemination to the membership.

   b. The Nominating Chair will select a Teller no later than October 31. This person will be an Academy member. The Teller will select two Ballot Counters to assist, who must also be the Academy members.

   c. The Nominating Chair will discuss ballot tallying procedure with Teller.

   d. The Webmaster will receive the ballot from the Executive Director and will set up the process for online voting.

   e. The webmaster will also work with the appointed Teller on procedures for online vote tallying.

   f. The Nominating Chair will place a reminder notice to the Michigan Academy membership in the Michigan Academy Link Fall Issue and the Webmaster will place notice on the Michigan Academy Web site regarding ballot submission process and deadline.

   g. The ballot will be mailed and made available to the members on the Michigan Academy website no later than the end of January. The ballot deadline is postmark date of March 2 or consistent March date with the Academy ballot deadline.

4. Official Voting Period

   a. The Membership will be given a period of thirty (30) days to vote and return their ballots to the appointed Teller.

   b. The Teller will accept ballots as official if they meet all of the following criteria:

      - Postmarked or electronically dated by the deadline date.
      - Have verified evidence of the Academy/Michigan Academy membership by the inclusion of the members the Academy printed name on outside of envelope.
- The Teller will separate the ballots from the envelopes so that they cannot be connected together.

c. The Teller will compile a tally sheet via spreadsheet (MS Excel) using separate tally sheets for electronic and postal results to simplify the process. The webmaster will assist with this process.

d. Votes will be tallied at least two times by two different individuals from two different households (The Ballot Counters who were appointed by the Teller.) Votes will be counted by using tally marks after each name to record a vote and then recording the total number of votes per candidate. Results of both tallies will be compared to assure accuracy of the count.

Within seven (7) days of the voting deadline date, the Teller sends a cumulative electronic report of the final election results to the President of the Association with a copy to the Nominations Chair and President.

e. In the event of a tie vote for an office, the election will be determined by a formal coin toss done in the presence of members at a face to face district, DG or Michigan Academy meeting closet to the election.

5. Candidate Informing Process

a. Within two days of receiving the cumulative electronic report of the final election results, the Nominating Chair will provide the winner’s names to the Executive Director. The Executive Director will then prepare the candidates’ postal mail envelopes and email addresses to send to the President who will then send out written notification to the candidates.

b. The Nominating Chair will submit article denoting election outcomes to the Michigan Academy Link Spring Issue and to the Michigan Academy Web site after informing candidates by phone [no later than fourteen (14) days of ballot submission deadline.

6. Orientation of Nominating Committee

a. Review nominee solicitation processes, qualification screening procedures, candidate data form distribution and collection processes, and candidate informing procedures with committee at beginning and throughout term.

b. Assign and oversee committee assignments as contacting potential nominees to determine ballot commitment, verifying eligibility of candidates in terms of position criteria, and drafting biographical data and question response[s] of candidates for the official ballot.

c. Assign article to be written for the Michigan Academy Link Summer Issue and Michigan Academy Web site to encourage early nomination of candidates for the following year by the membership by April 1.

7. Development of Future Strategic Plan and Budget

a. The Nominating Chair (as the Past President) will serve as a member of the Strategic Plan Work Group, which will be chaired by the President-elect, to develop the proposal for the Michigan Academy Strategic Plan for the upcoming Association year.

8. Michigan Academy Records

a. Maintain the current Nominating Committee files in an organized fashion.

b. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming Nominating Chair (Immediate Past President).

c. Deliver files to incoming Nominating Committee Chair with a master list of file folders within two weeks of leaving office, but preferably at the last Board of Directors meeting for the Association year.
Manual – Nominating Committee Chair
MDAI PRESIDENT

Term of Office

One year, beginning with the fiscal year (July 1). Preceded by one year as Vice-President. Elected by the Board of Trustees at the last or annual meeting (June) of the fiscal year prior to term of office.

Criteria for Office

1. Voting member of the Academy Nutrition and Dietetics/Michigan Academy.
2. Elected Trustee of the Michigan Dietetic Association Institute.
3. Familiarity with Institute, the Academy of Nutrition and Dietetics and Michigan Academy operations and activities.
4. Experience on the Board of Trustees as an Officer or Committee Chair for at least one (1) year.
5. Availability of time for responsibilities of office for two (2) years as Vice-President and President.

Organizational Relationships

1. Responsible to the Board of Trustees of the Institute.
2. Responsible for communications with the Michigan Academy Board of Directors and committees and with district dietetic associations.
3. Responsible for communications with the members of the Michigan Academy.

Bylaws Description and Responsibilities

1. Shall be the principal executive officer of the Institute and shall in general supervise all of the affairs of the Institute.
2. Shall see that all notices are duly given in accordance with the provisions of the Bylaws as required by law.
3. Shall preside at all meetings.

General Leadership Responsibilities

1. Accepts responsibility for maintaining congruence with Institute Bylaws and implementation of Institute Policies and Procedures.
2. Assumesa leadership in meeting the Institute’s objectives and Plan of Work.
4. Represents the Institute at meetings of the Board of Directors of the Michigan Academy or appoints a representative if unable to attend.

Plan of Work Presentation

Submits approved Plan of Work to the Michigan Academy Board of Directors for the Fall report.

Communication with the Michigan Academy

1. Sends notice and agenda of Institute meetings to the President of the Michigan Academy.
2. Prepares and submits written reports of the Institute’s activities to the President and the Secretary, Michigan Academy, as requested, for the agenda packet for Board of Directors’ meetings.
2. Represents the Institute at all meetings of the Board of Directors and the Council on Operations, Michigan Academy, or appoints a representative if unable to attend.

3. Submits at least one (1) article on Institute activities for each issue of the Michigan Academy, Newsletter (The Link) as requested by the Editor.

4. Submits, in written format, the list of potential nominees for Michigan Academy, Institute Trustee(s) to the Chair, Michigan Academy, Nominating Committee after consultation with present Trustees at the first Board of Trustees Meeting (Fall).

5. Confers with the Nominating Chair or Executive Director of the Michigan Academy to ensure that potential nominees are members of the Academy of Nutrition and Dietetics.

6. Contacts the Michigan Academy, President to obtain names of elected Trustees and issues congratulations and invitation to Spring meeting of the Board of Trustees.

7. Confers with the Chair, Michigan Academy, Awards Committee, regarding presentation plans for scholarship awardees and awards event participation.

8. Responds, by personal correspondence or delegation, to request information from the Michigan Academy, regarding Institute activities.

9. Distributes the prepared Annual Report to the Michigan Academy, Board of Directors at its Fall meeting.

Institute Records

Maintains in an organized fashion (notebook and/or computer disc) the current Institute President's files.

[The Academy from the 2007 MDAI Policy and Procedure Manual], Revised 2/2012
Description received from the Academy of Nutrition and Dietetics

Reimbursement Representative

**Purpose of position:** Reimbursement representatives serve as a local resource for the Academy members who have questions about coding and coverage issues. They help facilitate use of Academy 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 reps 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

**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 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 RD-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 Medicaid Medical Nutrition Therapy benefit rules and regulations. (Familiarity with state Medicaid nutrition policies and private insurance coverage polices for RDs 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 Academy practice tools and advocacy resources (e.g. Academy Evidence-Based Nutrition Practice Guidelines and Toolkits, MNT Works Kit, ADA Nutrition Care Process & Model).
- Participate in Academy sponsored teleseminars to discuss MNT coverage policies and other code and coverage activities that impact Academy members.
- Have access to the Internet, e-mail, and Microsoft PowerPoint and Word software programs.
- Participate in the Academy Reimbursement Community of Interest.
- Agree to a two-year term; upon completion of the term, assist in mentoring and training for the incoming rep.
- As necessary remove self from events that present a conflict of interest between the individuals’ 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 code and coverage resources (through local and Academy Web pages).
• Participate in Academy health care reform education and training.
• Collect information on local third party payer policies to be included in an Academy member-only database.
• Support coding and coverage issues on the local level; initiating or helping to advance members’ coverage activities with third party payers or other decision makers.
• Encourage members to track MNT outcomes data, which is critical for impacting coverage decisions.
• Assist with member “Call to Actions” with the affiliate Public Policy Panel, and participate in Academy coding surveys and activities.

**Reporting duties:**
• Reports to the affiliate president or DPG Chair, as appropriate.
• Communication with Academy’s Nutrition Services Coverage Team on an ongoing basis.
• Submits quarterly report to NSC Team/Coding and Coverage Committee and PPC. The report includes feedback on key outcomes areas such as new or expanded coverage; RDs participation in quality measures; number of RD Medicare providers; 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 rep’s term, Academy’s Nutrition Services Coverage Team will provide quarterly e-mail updates, newsletter articles, and other materials of interest. Reps are encouraged to access the following:

Academy’s Medicare MNT page: [www.eatright.org/mnt](http://www.eatright.org/mnt)
Academy’s Coding, Coverage and Compliance page: [www.eatright.org/coverage](http://www.eatright.org/coverage)
Academy’s Evidence Analysis Library and Academy’s Evidence-Based Nutrition Practice Guideline Toolkits: [www.adaevidencelibrary.com/](http://www.adaevidencelibrary.com/)

*MNT Works Kit:* 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 [www.eatright.org/coverage](http://www.eatright.org/coverage).

*Reimbursement Community of Interest:* The NSC team manages an online tool for members to exchange information and discuss reimbursement topics. The site has a folder designated for reimbursement rep announcements and updates. Go to [http://eatright.communityzero.com/reimbursement](http://eatright.communityzero.com/reimbursement) to sign up.

*Third party payer brochure:* This includes key information on the impact of Medical Nutrition Therapy provided by RDs. This can be shared with health care plans and more. Download a complimentary payer brochure at [http://www.eatright.org/ada/files/RDBrochure_web_(2).pdf](http://www.eatright.org/ada/files/RDBrochure_web_(2).pdf)

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 [www.eatright.org/mntprovider](http://www.eatright.org/mntprovider).

**Benefit for volunteering in this position**
• Special invitations to Academy sponsored MNT coverage/Medicare/Public Policy workshops.
• Networking opportunities at Academy’s Food & Nutrition Conference & Expo.
• Assistance from 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:**
• Share 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 reps often remain in the position for more than one term, some have gone on to become Public Policy Chairs, some have joined ADA’s Coding & Coverage Committee and some have become affiliate presidents.
LIAISONS, TASK FORCES AND WORK GROUPS

Term of Office

Term dependent upon the time required to complete the assigned charge[s] or project[s] based on the initiatives of the current Michigan Academy Strategic Plan. Appointed by the Michigan Academy President and maintained by the Board of Directors as non-board functional groups.

Composition

Each Liaison, Task Force or Work Group will consist of Michigan Academy members in good standing. Each will receive its specific charge[s], allocated budget, and projected deadline for the completion of the charge[s] in writing from the President or designated Board member. Once the charge[s] to the Task Force or Work Group is [are] completed, then the Task Force or Work Group is dissolved. Liaison positions serve as a representative of Michigan Academy to key organizations relevant to the dietetics profession and nutrition issues.

Bylaws Description of Responsibilities

1. Conduct appropriate communications, meetings and activities to complete its charge[s].
2. Maintain communications with the Michigan Academy President and designated Board member regarding progress and issues.
3. Present oral and written interim and final reports to the Board of Directors.

Specific Responsibilities

1. Member of Task Force or Work Group
   a. Review charges, allocated budget, and projected charge completion deadline, individually and collectively.
   b. Participate actively in all meetings and phone conference calls of the Task Force or Work Group, providing input on the action plan, task completion status, and related issues.
   c. Conduct research on the assigned initiative, if needed.
   d. Perform tasks as assigned by the Chair, Task Force or Work Group by the target deadline.
   e. Report status of task completion to the Task Force members via phone and/or e-mail and share all relevant documents with them.
   f. Communicate project or initiative status in writing to the Michigan Academy President or designated Director on a monthly basis.
   g. Keep the Michigan Academy membership informed of project or initiative status by submitting an article to The Link and placing it on the Michigan Academy Web site.
   h. Attend Michigan Academy Board of Directors meetings, if requested by the Michigan Academy President.
   i. Present an oral report to the Board of Directors upon completion of the project of initiative, with submission of a written report to the Michigan Academy Web site two [2] weeks prior to this Board meeting.
   j. Submit an Michigan Academy Requisition Form for any expenses incurred by the Liaison, Task Force or Work Group to the Michigan Academy Secretary-Treasurer, along with expense receipts, for approval for processing by the Michigan Academy Office.

2. Michigan Academy Records
   a. Maintain the files of the current Task Force or Work Group in an organized fashion.
   b. At the termination of the Task Force or Work Group, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files
c. Maintain all materials for at least one year of records on a flash drive and pass on to the Executive Director or appropriate Leader.

POLICY ON CONFLICT OF INTEREST*

I. Purpose
This conflict of interest policy is designed to help directors and officers of the Michigan Academy of Nutrition and Dietetics [Michigan Academy] identify situations that present potential conflicts of interest and to provide the Michigan Academy with a procedure that will allow a transaction to be treated as valid and binding even if a director or officer has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with the procedure described in The Michigan General Not for Profit Corporation Act and the Federal Internal Revenue Code [the “Statutes”] governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in the Statutes, the Statutes shall control. All capitalized terms are defined in Part 2 of this policy.

II. Policies

1. Conflict of Interest Defined: For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

   A. Outside Interests

      1. A Contract or Transaction between Michigan Academy and a Responsible Person or Family Member.
      2. A Contract or Transaction between Michigan Academy and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, guardian, custodian, conservator or other legal representative.

   B. Outside Activities

      1. A Responsible Person competing with Michigan Academy in the rendering of services or in any Other Contract or Transaction with a third party.
      2. A Responsible Person’s having a Material Financial Interest in, or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, conservator or other legal representative of, or consultant to; an entity or individual that competes with Michigan Academy in the provision of services or in any other Contract or Transaction with a third party.

2. Definitions

   A. A “Conflict of Interest” is any circumstance described in Part 1 of this policy.
   B. A “Responsible Person” is any person serving as a member of the Board of Directors or an officer of Michigan Academy.
   C. A “Family Member” is a spouse, parent, child or spouse of child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
   D. A “Material Financial Interest” in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person’s or Family Member’s judgment with respect to transactions to which the entity is a party.
   E. A ‘Contract or Transaction” is any agreement or relationship involving the sale
or purchases of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship with the Michigan Academy. The making of a gift to Michigan Academy is not a Contract or Transaction.

III. Procedures

1. Prior to board action on a Contract or Transaction involving a Conflict of Interest, a director, officer or task force/work group member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

2. A director, officer, or task force/work group member who plans not to attend a meeting at which he or she has reason to believe that the board will act on a matter in which the person has a Conflict of Interest shall disclose to the President or Chair of the meeting all facts material to the Conflict of Interest. The President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board’s discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her person influence with respect to the matter, either at or outside the meeting.

4. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting may be counted in determining the presence of a quorum for purposes of the vote, but may not be counted when the Board of Directors takes action on the Contract or Transaction. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person’s ineligibility to vote shall be reflected in the minutes of the meeting.

5. Responsible Persons who are not members of the Board of Directors of Michigan Academy, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or Task Force/Work Group action, shall disclose to the President or the President's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Michigan Academy’s participation in such Contract or Transaction.

A. In the event it is not clear whether a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President or the President’s designee, who shall determine whether there exists a Conflict of Interest that is subject to the policy.

6. Confidentiality

A. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Michigan Academy in accordance with the Michigan Academy’s Confidentiality Policy currently in effect.

7. Review of Policy

A. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

B. Each Responsible Person shall annually complete a disclosure from identifying
any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could lead to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to Michigan Academy.

C. This policy shall be reviewed annual by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.
Michigan Academy of Nutrition and Dietetics
Policy On Conflict Of Interest
Confidentiality Attestation

The Board of Directors of the Michigan Academy of Nutrition and Dietetics (Michigan Academy) wishes to avoid possible conflict of interest involving its directors and officers, as defined by state and federal law, in accordance with the Michigan Academy Conflict of Interest Policy currently in effect. In addition, the Board wishes for all Board Members to continually be cognizant of their fiduciary duties to the Michigan Academy arising out of their positions of confidence within the organization, in accordance with the Michigan Academy Confidentiality Policy in effect. Therefore, the Board requests that each Board Member attest to the following statements:

I, ____________________________, state the following:

[type or write in name]

1. I have read and understand the Academy Conflict of Interest Policy.

2. I attach a list of all my affiliations with any person [including any officer or employee of the Academy] firm, organization, corporation, or other entity with which I have reason to believe the Michigan Academy does business [check one]:

   ______ I have no affiliations with such persons or entities

   ______ List attached

3. I shall amend this list each year, and more frequently as my affiliations or Michigan Academy duties change.

4. If I become aware that any member of my family [parents, brother and sisters, children, spouse, and/or in-laws] is engaged or proposed to be engaged in business with the Michigan Academy, I shall disclose my relationship with the person[s] concerned and the nature of this business to the President of the Michigan Academy.

5. I understand that I am not to participate in any decision or vote on an issue in which I may have conflicts of interest because of affiliations listed herein.

__________________________                 _______________________
[Signature]                        [Date]

6. Please insert an electronic image (jpeg) of your signature in #5, save this file and email to: mda.execdir@sbcglobal.net; or complete the form, scan the form and email, or fax to Michigan Academy Offices: at 586-778-3004

*Based on the Conflict of Interest Policy of the Academy [August, 2001]
Michigan Academy Policy on Conflict of Interest [2002], Revised 2/2012
Michigan Academy of Nutrition and Dietetics (Michigan Academy)
Whistleblower Policy

The Michigan Academy is strictly required under the law to be certain that any person acting in good faith as a “whistleblower” will not suffer any retaliation or adverse repercussions as a result of doing so. Generally speaking, a whistleblower is anyone who in good faith discloses, to a supervisor or management employee with the authority to investigate, discover, or terminate misconduct, any conduct that the employee reasonably believes violates any provision of federal or state law. Federal law in particular includes in the definition of a whistleblower one who discloses allegedly fraudulent conduct to a federal regulatory or law enforcement agency, a member of Congress, or any committee thereof.

Notwithstanding the specific provisions of the various laws, Michigan Academy fully acknowledges the need for a policy that encourages – and does not at all discourage – its employees to bring to its attention any instances in which Michigan Academy and its employees and members are failing to comply with the law. Michigan Academy will not permit any retaliation or punishment directed against an individual who acts in good faith to bring to Michigan Academy’s attention what the individual reasonably believes to be a violation of the law. Violations of the law by Michigan Academy or its staff serve only to create exposure to Michigan Academy for the expenditure of resources and possible liability. It is completely in Michigan Academy’s interest to recognize, address, and bring to an end any conduct that constitutes a violation of the law.

Employees who wish to report possible violations of the law should do so without fear of reprisal, but they should take care to report them to appropriate management personnel, which will include any member of the Executive Team. If reporting to a particular individual raises issues for the reporting employee, however, the report may also be made directly to the Chief Executive Officer, the General Counsel, the President, or, in cases involving human resources or personnel issues, the Director of Human Resources.

It is also Michigan Academy’s policy that any good faith report or complaint will be fully and honestly investigated and evaluated. Where the conduct identified indeed constitutes a violation of the law, Michigan Academy shall immediately take prompt and remedial steps to ensure that the conduct is discontinued. Where practicable, Michigan Academy may share the results of the investigation with the person who brought the conduct to its attention, but it shall have no duty to do so. In the event that the conduct is found not to be a violation of the law, or otherwise wrongful or unethical, Michigan Academy will, depending upon the circumstances, provide to the whistleblower an explanation of why it reached that conclusion. A copy of Michigan Academy’s Whistleblower Policy follows immediately:

General

Michigan Academy’s compliance policies require directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Michigan Academy must at all times practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Duty to Report Wrongful Conduct

It is the responsibility of all directors, officers and employees to report any and all suspected or actual wrongful conduct in accordance with this Whistleblower Policy. Wrongful conduct might include violations of federal or state law; serious violations of Michigan Academy policies; questionable accounting reports or internal controls; unethical business conduct; instances of dishonesty or fraud; sexual harassment; or discrimination on the basis of race, gender, sexual preference, religion, national origin, or disability; or other serious improprieties that might impact the integrity, reputation, legal status, or effective operation of Michigan Academy.

Prohibition against Retaliation

No director, officer or employee who in good faith reports wrongful conduct, including a violation of the law or of any of Michigan Academy’s policies, shall suffer harassment, retaliation or adverse employment consequences as a result thereof. An employee who takes retaliatory action against someone who has
reported a violation in good faith is subject to disciplinary action up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Michigan Academy prior to seeking resolution outside the organization.

Process for Reporting Violations

Michigan Academy has and shall maintain an open door policy and encourages employees to share their questions, concerns, suggestions or complaints with a member of the management team who is in the best position to address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if any person raising a concern or complaint is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor’s response, the employee is strongly encouraged to speak with someone in the Human Resources Department or anyone in management whom the employee is comfortable in approaching. Supervisors and managers are required to report suspected violations of law or policy to the Michigan Academy’s General Counsel or Director of Human Resources, both of whom have specific responsibility to investigate all reported violations. For suspected fraud, or discomfort in following the open door policy, individuals should contact one of the compliance officers directly.

Compliance Officers

Michigan Academy’s General Counsel and Director of Human Resources shall be the Compliance Officers with respect to this policy and shall be responsible for investigating and resolving all reported complaints and allegations concerning violations of law or policy. They shall, at their discretion, advise the Chief Executive Director, Executive Team, and/or the Board of Directors. These individuals shall have direct access to the Chief Executive Officer and Board of Directors and shall report periodically as appropriate on compliance activity.

Accounting and Auditing Matters

The Finance and Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. Any officer of Michigan Academy shall immediately notify the Committee of any such complaint and work with the committee until the matter is resolved.

Requirement of Good Faith

Anyone filing a complaint concerning a violation or suspected violation of law or policy, in order to come within the scope of this Whistleblower Policy, must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and to have been made maliciously, without reasonable basis, or with knowledge of their falsity will be subject to disciplinary action up to and including termination.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. While complaints or concerns may be submitted anonymously, employees are encouraged to identify themselves in order to increase the credibility of the submission and to facilitate follow-up investigation. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer to whom a complaint or report is sent will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Revised 2/2012
POLICY ON ADVERTISING IN THE Michigan Academy LINK PRINT EDITION

I. Purpose
To establish and implement a consistent mechanism for the submission, review, approval, formatting, implementation and billing of advertisements appearing in the Michigan Academy LINK Publication.

II. Policies
Michigan Academy follows the advertising guidelines of the Academy, which comply with the American Medical Association’s “Principles for Advertising and Sponsorship.”

A. Michigan Academy will maintain 501 (c)(6) status (or other appropriate tax-exempt status), which allow the association to accept paid advertising.

B. Michigan Academy will sell advertising space in the LINK only when the inclusion of such advertising does not interfere with the Mission, Vision or Values of Michigan Academy, or the development or implementation of its Strategic Plan.

C. The appearance of advertising in the Michigan Academy LINK will constitute neither a guarantee nor an endorsement by Michigan Academy of the product, service, or company involved, or of the claims made for the product within the advertisement. The Michigan Academy LINK will include a Disclaimer statement regarding advertising on its web site.

D. Michigan Academy retains sole discretion when deciding to approve or deny LINK advertisements. This includes, but is not limited to, such factors as the advertisement’s size, format, appearance, placement, and the length of time the advertisement will appear in the Michigan Academy LINK. Michigan Academy reserves the right to remove any advertisement that was previously approved.

E. The decision to sell advertising space will be made independently of editorial content in the LINK. Advertisers will not influence editorial decisions or LINK content.

F. Advertisements will be clearly distinguishable from editorial content and will be limited to 1-8 advertisement per page. Advertisements will not be placed adjacent to any editorial content on the same topic, and will be placed such that they do not obstruct editorial content.

G. Advertisements or promotional logos will not appear on the Michigan Academy Front Page.

H. The advertiser may not refer to the fact that its ad has appeared in the Michigan Academy LINK in any collateral advertising.

I. Michigan Academy will sell ad space only. Michigan Academy will not guarantee that advertisers will experience any specific increase in sales, or make any other such guarantees in regards to the effectiveness of the advertisement.

J. Michigan Academy will review the LINK Advertising Fee Schedule at least every 2 years, or more often as necessary. Michigan Academy members/affiliates will be eligible for discounted LINK advertising rates for their products and/or services.

K. As a service to members, Michigan Academy will not charge for listing continuing education activities in the LINK, provided Michigan Academy has approved CPEs for the activity and collected the appropriate CPE fees. Activities that are primarily fundraisers and/or are without a CPE component will be charged a fee to be listed.
III. Procedures

A. Potential advertisers will submit a completed LINK Advertising Submission Form to the LINK editor. The form will be available on the Michigan Academy web site, and will include the current fee schedule.

B. The Michigan Academy President will appoint 2 members of the Michigan Academy BOD, the LINK editor and the Michigan Academy Webmaster to review the proposed advertisement and to vote for approval/disapproval. Two votes for approval out of three BOD members will be required to allow the advertisement to run in the LINK. In the event that an BOD member does not respond within 72 hours, the LINK editor will contact other BOD members until a total of 3 have responded.

C. The LINK editor will contact the advertiser with the BOD final decision. If the advertisement has been approved, payment will be sent to the executive director, payable to Michigan Academy. Publication date will be negotiated between the LINK editor and the advertiser.

D. Upon receiving payment, the executive director will publish the advertisement and forward payment to the Michigan Academy Treasurer within 5 business days.

E. No cancellations can be accepted after the publication date.

F. The LINK editor will track expiration dates on approved advertisements, and will follow-up with advertisers at least 1 month prior to expiration to ask if they wish to extend the contract. Advertisements, which are renewed, will not require a new vote of the EC as long as the content is unchanged.

References:
“Guidelines for Medical and Health Information Sites on the Internet,” February 28, 2000, American Medical Association web site (www.ama-assn.org)
Revised 2/2012
**LINK Advertising Submission Form**

Fee Schedule*: Rates shown are for one publication (one newsletter issue)

<table>
<thead>
<tr>
<th>Publications for Print: March and September; Month of Michigan Academy Annual Conference is usually in April or May</th>
<th>20% discount rate for Michigan Academy Conference Exhibitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full page $ 500.00</td>
<td>Full page $ 400.00</td>
</tr>
<tr>
<td>Half page $ 275.00</td>
<td>Half page $ 220.00</td>
</tr>
<tr>
<td>Quarter page $150.00</td>
<td>Quarter page $120.00</td>
</tr>
<tr>
<td>Eighth page $ 90.00</td>
<td>Eighth page $ 72.00</td>
</tr>
</tbody>
</table>

* 20% discount rate for Michigan Academy conference exhibitors. Web-only edition rate is $20 lower for each category.

Please review Michigan Academy’s LINK Advertising Policy prior to completing this form. Submitting this form indicates that you understand and agree to comply with the policy. Executive Committee of Michigan Academy will approve no advertisements without prior review.

**Advertiser Name:**

**Contact Person:**

**Address:**

**Daytime Phone with area code:**  

**Email:**

**Newsletter Print Copy Advertisement Content**

___ Camera Ready advertisement- Include or send digital file to webmaster@eatrightmich.org.  

___ Program or Event- Please include specific information such as date, time, location, and contact person/phone number, etc. (Note: Programs/Events for which Michigan Academy has approved CEU’s are listed automatically without charge).

**Content:**

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

**Requested dates of publication:** ____________________________  
**Fee:** ___________________

**Executive Committee Approval/LINK Editor:** ___________________

**Fees payable in advance.** Checks should be made payable to “Michigan Academy” and sent to:  
Susanne Consiglio, Michigan Academy Executive Director  
22811 Greater Mack, Suite 105  
St. Clair Shores, Michigan 48080;  
(586) 774-7447; Fax: (586) 778-3004; mda.execdir@sbcglobal.net

**All advertisements are subject to approval.**
EXPENDITURE REIMBURSEMENT POLICY

I. The Academy of Nutrition and Dietetics (the Academy) Sponsored Meetings reimbursement from the national association are subject to change from year to year

A. Affiliate Training Meeting (if the President-elect cannot attend, the President shall attend).
   1. Transportation
      a. The President-elect shall be reimbursed for airfare (coach) and ground transportation by Michigan Academy if the Academy does not cover these expenses.
   2. Lodging
      a. Michigan Academy will cover the expense of lodging for Affiliate Training if the Academy does not, for the President-elect, or the President if the President-elect cannot attend.
   3. Meals
      a. Maximum of $50 per day shall be reimbursed by Michigan Academy.

B. FNCE (The President and President-elect shall attend, if possible).
   1. Transportation
      a. The President and President-elect shall be reimbursed for airfare (coach) and ground transportation by Michigan Academy.
   2. Lodging
      a. The President shall be reimbursed for 50% of lodging expenses by Michigan Academy.
      b. The President-elect shall be reimbursed for 50% of lodging expenses by Michigan Academy.
      c. Therefore, if the President and President-elect decide to share a hotel room, they shall not incur personal expense for lodging at FNCE.
   3. Meals
      a. Maximum of 450 per day shall be reimbursed by Michigan Academy.

C. House of Delegates (HOD) Meetings (The Delegate shall attend; the Delegate-elect shall attend, if the Delegate cannot).
   1. Transportation
      a. The Academy shall reimburse the Delegate (or Delegate-elect) for airfare (coach) and ground transportation by Michigan Academy.
   2. Lodging
      a. The Delegate (or Delegate-elect) President-elect shall be reimbursed for 50% of lodging by Michigan Academy.
   3. Meals
      a. Maximum of $50 per day shall be reimbursed by Michigan Academy.

D. Public Policy Workshop (PPW) – The PPC, SPR, and SRS shall attend PPW, based upon Michigan Academy budgetary status)
   1. Transportation
a. The PPC, SPR, and SRS shall be reimbursed for airfare (coach) and ground transportation by Michigan Academy.

2. Lodging
a. The PPC, SPR, and SRS shall be reimbursed for 50% of lodging expenses by Michigan Academy.

3. Conference Registration
a. The Academy usually covers the conference registration fee for the PPC.
b. Michigan Academy shall reimburse the SPR, SRS, and PPC (if the Academy does not cover the PPC’s registration fee) for conference registration.

4. Meals
a. Maximum of $50 per day shall be reimbursed by Michigan Academy.

E. Other Academy-sponsored Meetings
1. Special request for travel and lodging expense reimbursement to Academy sponsored meetings must be submitted to the Board of Directors and approved before reimbursement is made.

II. Michigan Academy-Sponsored Meetings

A. Board of Directors and Executive Committee Sessions [only for voting members or their proxies]
   1. Transportation: Automobile mileage based on current government rate per mile for miles over 10 miles from home, OR
   2. Lodging: 50% of actual double occupancy room rate of hotel for one night only.
   3. Exception: If travel to a Board or Executive Committee Meeting is more than 400 miles one way for a voting member or their proxy, reimbursement will be for both mileage and one night’s lodging.

B. When a District President or Dietetic Group Chair is invited to a face-to-face Michigan Academy Board of Directors meeting, the District President or Dietetic Group Chair will be reimbursed for gas mileage or 50% of actual double occupancy room rate of hotel for one night only.

C. At the Annual Michigan Academy Turnover Meeting all new incoming Michigan Academy BOD members will be reimbursed for gas mileage or 50% of actual double occupancy room rate of hotel for one night only.

D. Committee Meetings
   1. Transportation: Automobile mileage based on current government rate per mile for miles over 10 miles from home.

III. General Operating Expenses

A. Committee members shall be reimbursed for approved, budgeted operating costs such as clerical assistance, postage, printing, copying, supplies and phone expenses.

B. Michigan Academy to pay for the Michigan Academy Annual meeting registration and one night’s lodging for the President and President-Elect. Room is to be shared by President and President-Elect. If either party chooses to room on their own or with someone else they are responsible for cost of his/her room.

C. All verified committee expenses shall be reimbursed within each committee’s budget allocation, according to the Annual Strategic Plan.
D. The committee chair shall be responsible for submitting all committee expenses to the Secretary/Treasurer for reimbursement.

E. Verification of expenses in the form of invoices, billings, receipts, etc. must be attached to the Michigan Academy Expenditure Reimbursement Form.

F. All expenses must be submitted within 60 days of occurrence or within 30 days after the end of the fiscal year [May 31], whichever is sooner, to the Secretary/Treasurer, on the Michigan Academy Expenditure Reimbursement Form with expense receipts attached. Only mileage expenses will be paid without written documentation.

G. Expenses submitted on the Michigan Academy Expenditure Requisition Form to the Secretary/Treasurer during Michigan Academy business meetings will be reimbursed within two [2] weeks by check issued by the Michigan Academy Office after the Secretary/Treasurer has assessed that the incurred expenses comply with budget allocations.

IV. Tax Information

If one itemizes deductions on Federal Income Tax Forms, he/she may claim the following out-of-pocket expenses incurred in working for the Association as a charitable contribution: mileage, meals, lodging, supplies, and clerical assistance. If you are partially reimbursed by Michigan Academy for mileage, you can claim the difference between the IRS allotment and the Michigan Academy mileage reimbursement rate. Similarly, if you pay for clerical assistance, supplies, meals or lodging while on Michigan Academy business, and you are not seeking reimbursement from Michigan Academy, you may claim these as charitable donations on your Federal tax return or as current tax laws allow.

V. Financial Review

Mileage and lodging rates will be reviewed annually by the Strategic Planning and Finance Task Force.

Expenditure Reimbursement Policy
Michigan Academy of Nutrition and Dietetics Expenditure Reimbursement Form 7/12

**PURPOSE:**

Name: 

Position: 

Address: 

City: Zip code: 

(Leave blank) current rate is .555/mile

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APPROVED BY Secretary Treasurer: 

Secretary/Treasurer/Fax Number: (734) 936-5195

Check number: ________________________________ Date Paid: 

Total: $ -
Michigan Academy Contractual Positions

Policy Standards

1. The following positions shall be selected and contracted by the (Michigan Academy) Board of Directors (BOD):
   a. Michigan Academy Executive Director
   b. Michigan Academy Webmaster
   c. Independent Lobbyist

2. Compensation and terms of employment will be established by the Michigan Academy (BOD) annually.
   a. All contracts shall be reviewed by the President and then contracted individual by the end of February for the following fiscal year.
   b. Any change in a contractual agreement will be discussed and approved by the BOD.
   c. All contracts will be in place by the BOD meeting prior to the new fiscal year.

3. Contractual agreements will be signed by the Michigan Academy President and the respective contracted individual.

4. Contractual agreements will be filed in the Michigan Academy office.

5. All contracted positions are accountable to the BOD and the Association membership.

6. Any Michigan Academy member may request a copy of a contractual agreement.

Michigan Academy Manual - Contract Positions:
Amended by BOD July 10, 2010 BOD Meeting, Revised 2/2012
Michigan Academy TAX CONSULTANT

Term of Contract

The Michigan Academy tax consultant will be selected by the Board of Directors.

Criteria for Position

1. Familiarity with the profession of dietetics and the general roles of dietitians.
2. Understanding of the mission, Strategic Plan and initiatives of Michigan Academy.
3. Expertise in accounting procedures and in financial and tax issues of non-profit organizations with Certified Public Accountant credential.
4. Proficiency in both oral and written communications.

Organizational Relationships

1. Accountable to the Board of Directors.
2. Accountable to the membership of the Association.
3. Liaison to the Michigan Academy Office, Executive Director

Specific Responsibilities

1. Perform services according to the current contractual agreement.
2. Develop a thorough awareness of Michigan Academy’s mission, legislative goals, and initiatives.
3. Direct the Secretary-Treasurer and/or Michigan Academy Executive Director regarding any preparatory action needed for audit and tax statement preparation.
4. Provide counsel regarding any accounting issue to Michigan Academy and its affiliated organizational units, as requested only by the Michigan Academy President, Secretary-Treasurer, and/or Executive Director.
5. Prepare tax statement on an annual basis, and alert Secretary-Treasurer and/or Michigan Academy Executive Director regarding issues that need attention.
6. Prepare review audit of all Michigan Academy financial records on an annual basis, and alert Secretary-Treasurer and/or Michigan Academy Executive Director regarding issues that need attention.
7. Provide counsel on Michigan Academy’s investment plan, if deemed necessary.
8. Represent Michigan Academy’s interests in any court or agency proceedings, or other situations requiring legal representation if applicable.

Michigan Academy Manual – Michigan Academy Tax Consultant