

Michigan Academy Position Descriptions

Revised February 2017

If you love the profession of dietetics, networking with colleagues, and are looking for a way to become more involved, please consider running for an elected position on the Michigan Academy Board or volunteering for an appointed position. The table below outlines the positions:

Position	Requirements: All must be Academy members	Description	Estimated Monthly Time Commitment/Approximately
President / elect	5 year member prior to nomination; Board experience within past 3 years	<ol style="list-style-type: none"> 1) Serves as spokesperson of the Academy and Chair of the Board of Directors (BOD) 2) Appoints directors, committee chairs, members, and official Association representatives. Immediate Past President serves as Nominating Chair, 1 year 3) Presides at meetings of the full membership and the Michigan Academy BOD 4) As PE, holds quarterly meetings with district presidents 	President: 25; President Elect: 20; Both receive complimentary Michigan Academy conference registration and hotel, and FNCE hotel/travel expenses
Secretary-treasurer / elect	Academy member for 3 years	<ol style="list-style-type: none"> 1) Sends out BOD meeting announcements; Completes the list of approved motions 2) Completes the BOD meeting minutes 3) Serves on the budget committee which meets twice per year as a phone conference 4) Reviews and approves Michigan Academy budget expenses that meet the established budget 	3 hours per month
Michigan Academy Delegate/Delegate elect	Academy member prior to nomination; Board experience within past 3 years	<ol style="list-style-type: none"> 1) Serves as a member of the Michigan Academy BOD 2) Represents members at all meetings of the Academy House of Delegates 3) Communicates current issues of the House of Delegates to and from the BOD and the Association membership 4) Communicates professional and practice issues to the District Association Presidents and State Dietetic Practice Group Chairs 	10 hours per month; except for October and May, meeting months may increase to 30 hours per month Reimbursement of travel to Academy Fall meeting.
Legislative Director, Federal Issues (Public Policy Coordinator)	Academy member for 3 years prior to service; experience in Michigan Academy activities	<ol style="list-style-type: none"> 1) Serves as a member of the BOD with voting privileges 2) Assists the President in leading the Association in its Strategic Plan, particularly in areas of federal legislation/public policy 3) Coordinates affiliate activities at Public Policy Workshop in Washington, D.C. 4) Presides over Public Policy Panel meetings (usually monthly) 5) Coordinates affiliate legislative activity on Federal issues, assists with State issues, liaison between national Academy Policy Initiative and Advocacy efforts and communicates to BOD and members 	5-10 hours per month More during preparation for Public Policy Workshop in DC (15-20)
State Policy Representative, State Regulatory Specialist Consumer Protection Coordinator	Academy member for 3 years; experience in Michigan Academy activities	<ol style="list-style-type: none"> 1) Serves as a member of the BOD with voting privileges 2) Assists the President in leading the Association in its Strategic Plan, particularly in areas of legislation/public policy 	4-7 hours per month
Membership Director	Academy member for 3 years	<ol style="list-style-type: none"> 1) Works closely with the Executive Director and sub-committee to develop email blasts and methods for contacting non-members to rejoin. 2) Works with the Executive Director on maintaining the membership database 	7-8 hours first month and then 4-5 hours remaining months
Newsletter / Editor Director	Academy member for 3 years	<ol style="list-style-type: none"> 1) Oversees the preparation of The LINK. 2) Collects and edits articles received from Michigan Academy Board and membership. 3) Works with the Executive Director on the design layout/further editing and final copy for the graphic designer 	3-4 hours per month
Marketing / PR Director	Academy member for 3 years	<ol style="list-style-type: none"> 1) Coordinates public relations activities of the Association 2) Coordinates activities of District, Academy Media Reps and Academy Spokesperson 3) Implements selection and training of District Media Reps 4) Prepares "Spotlight on a Member" articles for <u>The Link</u> 5) Writes press releases regarding Michigan Academy events for J of the Academy, district newsletters and media in region of Michigan Academy Conference or event 6) Implements promotion of Michigan Academy activities to enhance its public image 7) Maintains all social media account with nutrition in the news, seasonally relevant district/state event promotions 	6 - 7 hours per month
Professional Development Director (Co-chairs; lead and incoming)	Academy member for 3 years	<ol style="list-style-type: none"> 1) Coordinates professional development of the Michigan Academy annual conference 2) Oversees selection, topics, and speakers for the annual conference 3) Works with Chair, Professional Education in approving requests for continuing education credits for the annual conference 4) Works with MDAI President, Awards chair and Poster Sessions Chair for events held at the annual conference 5) Works with the Executive Director on managing annual conference 6) Assists in training the incoming Professional Development Director 	5-6 hours per week with additional time spent the month before and during the conference. Complimentary conference registration for both co-chairs.
MND Institute President	Academy member; Elected MDAI Trustee; experience as Trustee for 1 year (Trustee position, 3 years)	<ol style="list-style-type: none"> 1) Acts as principal executive officer of MDAI and supervises all its affairs 2) Ensures that all notices are given in accordance with the provisions of the MDAI Bylaws 3) Presides at all MDAI meetings 4) Prepares the MDAI Annual Report 5) Serves as a member of Michigan Academy BOD without voting privileges 	First quarter 4 hours total; 2-3 hours per month starting second quarter
Nominating Committee Chair	Immediate Past Michigan Academy President;	<ol style="list-style-type: none"> 1) Formulates a list of all offices to be filled by election by July 1 2) Compiles a list of nominees from all sources for each open position 3) Sends to each selected nominee, via e-mail or regular mail, the ballot requirements 4) Works with the Executive Director on design of ballot 5) Annually, two Michigan Academy members will be elected by the general membership on the Michigan Academy Ballot to serve on the committee. 	June through December: 5 hours per month; January through May: 3 hours per month
Liaisons	Academy member	<ol style="list-style-type: none"> 1) Conducts communications, meetings and activities to represent Michigan Academy in a state or local agency 2) Maintains communications with the Michigan Academy President and designated Board member regarding progress 3) Presents oral and written interim and final reports to the BOD 	Variable, based on frequency of state/local agency meetings; 1-2 hours per month
Task Forces	Academy member	<ol style="list-style-type: none"> 1) Conducts communications, meetings and activities to complete its charge(s) 2) Maintains communications with the Michigan Academy President and designated Board member regarding progress 3) Presents oral and written interim and final reports to the BOD 	Variable, based on group project; 1-2 hours per month

