

## 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 appointed positions, with the assistance of the president and with the final approval by the BOD prior to June.
  - i. With the assistance of the executive director and president, develop implementation plan for Fall conference.
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 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.
- d. Become familiar with the Michigan Academy Bylaws and Michigan Academy Policies and Procedures Manual, and clarify their meaning with the Michigan Academy President.
- 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**

- a. Maintain hard copy and electronic copy of current Michigan Academy Policies and Procedures Manual for ready reference.
- 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

1982, 1992, 2002, 2008 Revised, Amended by BOD at September 2008 meeting, Amended July 18, 2009, and Amended by BOD July 10, 2010 BOD Meeting, Revised 2/2012, BOD Meeting, Revised 2/2015

## 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. Any suggested revision should be sent to the BOD for review at least 4 days before the 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 Academy of Nutrition and Dietetics**

- 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**

- a. Maintain a notebook, or flash drive of current Michigan Academy Policies and Procedures for ready reference.
- 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.

Michigan Academy Manual - President

1980, 1989, 1992, 2002, 2008 Amended 7/18/2009, Amended by BOD July 10, 2010 BOD Meeting, Revised 2/2012  
Revised 2013