

# Healthy Aging (HA) DPG Position Description

## STUDENT EXECUTIVE COMMITTEE MEMBER

**Length of Term:** One year (June 1— May 31)

**Eligible Applicants:** Members of the Academy of Nutrition and Dietetics who:

- 1) Are current HA DPG members
- AND -
- 2) Have [Student Member](#) status through the Academy, **OR** are full- or part-time students and have [Active Member](#) status through the Academy

**Other Qualifications:**

- Demonstrated leadership skills, including:
  - Excellent written and oral communication skills
  - Good management and people skills
- Reasonable certainty of time available for HA DPG duties and willingness to perform duties

**Approximate Time Commitment:** 5-7 hours per month, including Executive Committee conference calls (1 hour, once monthly) and in-person meetings (semi-annually).

**OVERVIEW OF POSITION:** Provide guidance regarding and assistance in initiating efforts that encourage a diverse and active student membership. Work with the Executive Committee to determine the needs of student members and how best to communicate with students. Assist the DPG in attracting new student members and promoting involvement of all HA student members via volunteer activities. Facilitate communication among HA student members and the EC.

**Functions:**

- Completes one special project during term. Student Executive Committee Member may either submit a proposal for the project to the Chair-Elect for approval, or complete a project as designated by the Executive Committee.
- Serves as a non-voting member of the Executive Committee.
- Participates in monthly conference calls of the Executive Committee.
- Serves as a liaison between student members and the Executive Committee.
- Communicate with other Executive Committee members as needed via email correspondence and phone calls.
- Works with Communications Director to review website content for applicability to student member interests and create at least two posts monthly for Facebook or Twitter or one short informational piece for the monthly e-update.
- Writes a column for the newsletter, *The Spectrum*, sharing reflections from Student Executive Committee Member experience.
- Contributes to the content of the monthly e-update.
- Consult with Membership Chair to assist with projects, time permitting, or provide actionable suggestions, for increasing student membership.
- Performs other duties as designated by the Executive Committee.
- Work that is submitted for publishing online (e.g. website, e-blast, social media) or in the newsletter must be reviewed by the appropriate Executive Committee Chair.
- Serves on the Selection Committee for the in-coming Student Executive Committee Member.

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### Additional Information/Expectations:

- The HA DPG Chair-Elect will serve as the Student Executive Committee Member's mentor. This may include monthly check-in calls to discuss progress on projects, as well as to assist the Student with any concerns s/he may have regarding his/her duties.
- HA DPG may provide funding (subject to budget approval) for the Student Committee Chair to attend the:
  - Food & Nutrition Conference & Expo™ (FNCE®) held in October annually. Funding may vary but generally includes assistance with travel, lodging (roommate required), and per diem allowance in accordance with Academy's expense reimbursement guidelines. This funding (if available) usually does not cover all costs. During the conference, the Student Executive Committee Member is expected to attend the HA DPG Executive Committee meeting (3-5 hours pre-FNCE®), HA DPG Member Networking Event (2 hour evening reception – if held) and the DPG Showcase (2 hours during FNCE®). If the Student Executive Committee Member is unable to attend FNCE®, the HA DPG Chair may appoint another Student member to attend or request the Student Executive Committee Member attend the Committee Meeting portion by conference call
  - Spring Executive Committee meeting (held in June, annually). During this 1.5 day meeting, the Student Executive Committee Member will be expected to a report of accomplishments completed during the previous year (in collaboration with the previous Student EC member) and recommended projects for the upcoming year. Funding varies (depending on budget) but generally includes travel, and per diem allowance in accordance with Academy's expense reimbursement guidelines.

### Method of Selection: Appointed by Chair-Elect following an application process:

- HA DPG members will be informed of application period via e-blast, social media, and the HA DPG webpage.
- The application period opens in late January/early February annually. The application process will include providing two (2) professional references.
- Applications and rating system process is reviewed and updated, as needed, by the Chair-Elect in consultation with the Executive Committee, and is distributed to a 3-member Executive Committee workgroup.
- Applications and résumés will be reviewed by the 3-member Executive Committee workgroup. The deadline for finalizing Executive Committee workgroup ratings is no later than March 15, 2019.
- By April 1: Chair-Elect completes phone interviews of top 3 candidates to select the Student Committee member for the upcoming year.
- No later than April 15: Chair-Elect notifies all applicants regarding the outcome of the selection process.