

Revised by: _____ Jean Caton _____
 Approved by: _____
 Reviewed with no changes by: _____
 Reviewed with no changes by: _____

Date of revision 6/07____
 Date of approval:_____
 Date of review:_____
 Date of review:_____

A. TITLE OF POSITION: Chair-elect

B. ELECTED OR APPOINTED: Elected

C. DURATION OF POSITION: One year; followed by one year as Chair and one year as Past Chair. One-year availability for consultation.

D. TERM OF OFFICE: June 1 through May 31

E. VOTING/NONVOTING: Voting

F. LINE OF COMMUNICATION: Chair

G. GENERAL RESPONSIBILITIES:

1. Chair-elect will preside at all meetings in the absence of Chair.
2. Plan program of work for term of office as Chair to be presented at Executive Committee meeting and annual business meeting.
3. Appoint the following positions as needed: FNCE Local Arrangements Chair and Reimbursement/Legislative Committee Chair.
4. Submit appropriate *Ventures* articles prior to publication of each newsletter and serve on Editorial Board of *Ventures*.
5. Submit agenda items and quarterly reports to Chair prior to each Executive Committee meeting, conference call, and online chat.
6. Submit documented expenses of office to Treasurer on proper forms within 30 days of incurring the expense.
7. Participate in all Executive Committee meetings and the annual business meeting.
8. In coordination with Chair and Treasurer develop budget for next fiscal year to Chair and Treasurer when requested.
9. Submit annual report to Chair when requested.
10. Select topics and speakers for FNCE NE Priority Educational Sessions. Coordinate with identified speakers to complete and submit proposal to ADA prior to the deadline. Coordinate with other dietetic practice groups, if appropriate. If approved, announce approval to Executive Committee. Oversee progress of preparation and timely completion of ADA requirements.

11. Plan and lead spring transition meeting of Executive Committee in conjunction with Chair and Administrative Assistant.
12. Coordinate FNCE activities with appropriate committee members.
13. Assist in planning of online educational programs at spring transition meeting, national meeting or pre-FNCE events.
14. Perform duties as requested by Chair
15. Coordinate activities of specialty group chairs and work with Chair to appoint new chairs as needed.
16. Update Program of Work prior to May 31.
17. Attend ADA Leadership Institute representing NE leadership in the spring unless attended in another capacity.
18. Serve as Volunteer Coordinator to assure volunteer members an opportunity to get involved with NE projects and programs.

H. REPORTS REQUIRED:

Quarterly Report

- August
- October
- January
- April

I. TIME SPENT ON ACTIVITIES:

Time varies. Highest time demands near FNCE and spring transition meeting.