

Revised by: Jean Caton  
 Approved by: \_\_\_\_\_  
 Reviewed with no changes by: \_\_\_\_\_  
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- A. TITLE OF POSITION:** Chair
- B. ELECTED OR APPOINTED:** Elected
- C. DURATION OF POSITION:** One year; assumed after one year as Chair-elect. Followed by one year as Past Chair.
- D. TERM OF OFFICE:** June 1 through May 31
- E. VOTING/NON-VOTING:** Voting
- F. LINE OF COMMUNICATION:** Executive Committee, ADA Representative
- G. GENERAL RESPONSIBILITIES:**
  1. Serve as Chair of the Executive Committee and preside at all NE meetings, conference calls and online chats during her/his term of office.
  2. Be administratively responsible for all business of NE.
  3. Fill any vacancies during term of office as directed by the Guiding Principles. Administer and execute Program of Work for office. Appoint committee chairs with the approval of the Executive Committee.
  4. Serve as ex-officio member of all committees.
  5. Administer and execute program of work for office.
  6. Plan agendas for Executive Committee and annual business meetings. Request reports and agenda items from NE officers and committee chairs. Contact NE administrative assistant to insure arrangements for conference calls and secretary for online chats.
  7. Make final decision for expenses that are not covered in the budget or exceeded budget amount.
  8. Act as primary NE liaison to ADA and other related organizations.
  9. Plan NE-DPG budget with the Treasurer and Chair-elect for the following fiscal year. Submit to ADA for approval by December 31st. Include the plan of action prepared by the Chair-elect.
  10. Submit appropriate *Ventures* Chair Letter prior to each newsletter publication (Summer edition through Spring). Serve on *Ventures* Editorial Board.

11. Send out periodic e-blast to update and inform members of NE decisions and activities.
12. Submit documented expenses of office to Treasurer on proper forms on a regular basis. Approve Treasurer's expense reports and submit to ADA.
13. Assemble NE Executive Committee annual reports prior to ADA Food & Nutrition Conference & Exhibition (FNCE) to be presented at annual business meeting or in *Ventures* if no annual business meeting is planned.
14. Participate in all Executive Committee meetings and the annual business meeting.
15. Approve release of NE membership list for selected mailings as directed by the NE Executive Committee.
16. Work as needed with Chair-elect and Administrative Assistant to plan meeting and events for FNCE. Complete, with the assistance of the Executive Committee, the program session information sheet sent by ADA headquarters while at the ADA meeting regarding the annual NE business meeting, the NE sponsored continuing education session(s), and the NE reception for the following year's FNCE. Coordinate with ADA Headquarters staff.
17. Notify total NE membership of time, place, and date of annual business meeting (if being held), NE-sponsored continuing education session(s) and NE reception (if being held) via the NE newsletter published prior to the FNCE.
18. Answer all correspondence and telephone calls regarding NE dietetic practice group. Correspond with other dietetic practice groups' chairs as appropriate via ADA's DPG Chair listserve.
19. Insure that the Guiding Principles, Strategic Plan, Job Descriptions, Program of Work, and other policies and procedures are kept current and relevant.
20. Communicate with ADA Practice Manager to keep informed of all NE activities and projects.
21. Initiate and facilitate other projects and programs to enhance member benefits and thereby recruit and retain an increasing number of members.

**H. REPORTS REQUIRED:**

Quarterly Reports

- August
- October
- January
- April

**I. TIME SPENT ON ACTIVITIES:**

Time varies: High time demands pre-FNCE and prior to midyear meeting. Time for specific responsibilities as well as correspondence and phone conversations with other Executive Committee members/committee chairs as needed; average 3–6 hours/week.