

Revised by: Nancy Collins, PhD, RD, LD/N Date of revision: 5/07  
 Approved by: \_\_\_\_\_ Date of approval: \_\_\_\_\_  
 Reviewed with no changes by: \_\_\_\_\_ Date of review: \_\_\_\_\_  
 Reviewed with no changes by: \_\_\_\_\_ Date of review: \_\_\_\_\_

- A. TITLE OF POSITION:** Past Chair
- B. ELECTED OR APPOINTED:** Elected
- C. DURATION OF POSITION:** One year; assumed after one year as Chair-elect and one year as 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 of the Nominating Committee. Follow guidelines of Guiding Principles for compiling the ballot.
  2. Direct the Nominating Committee activities.
  3. Identify potential members for appointed positions. Chair-elect to approve.
  4. Provide nominees for ADA offices.
  5. Update the NE History for term of office as Chair. Follow Policies and Procedures.
  6. Serve as Parliamentarian on all NE meetings.
  7. Serve as advisor to Chair.
  8. In absence of Chair and Chair-elect, serve as Chair.
  9. Update the Policies and Procedures, Organization Chart, and Guiding Principles as needed.
  10. Facilitate other duties as needed.
  11. Attend the Food & Nutrition Conference & Exhibition (FNCE).
  12. Participate in all Executive Committee conference calls and online chats.
  13. Introduce EC Strategic Plan and review every year.

14. Facilitate NE driven nominations for ADA awards.
15. Collect, edit and submit Members on the Move submissions to newsletter editor.
16. Write article for newsletter announcing winners of election.

**H. REPORTS REQUIRED:**

1. Agenda items for conference calls.
2. Slate of officers for NE ballot approved by NE Executive Committee.
3. Quarterly Reports
  - August
  - October
  - January
  - April

**I. TIME SPENT IN ACTIVITIES:**

1. Nominating Committee: 40 hours from June through February.
2. ADA office nominations: 5 hours.
3. NE conference calls: 1 hour each.
4. Update Policies and Procedures: 4 hours.  
Update Organization Chart  
Update Guiding Principles, as needed
5. Review budget: 2 hours.
6. NE nominations for ADA awards: 5 hours.
7. Email and telephone communications: 20 hours.