

**Job Description:  
Past Chair**

- A. ELECTED OR APPOINTED:** Elected
- B. DURATION OF POSITION:** One year, preceded by one year as Chair and one year as Chair-Elect.
- C. TERM OF POSITION:** Coincides with the Academy fiscal year (June 1 through May 31)
- D. EXEC. COMMITTEE VOTING STATUS:** Voting
- E. LINE OF COMMUNICATION:** Chair, Executive Director
- F. TIME COMMITMENT:** Six to twelve hours per month
- G. MEETINGS AND TRAVEL:** Weekly Chairs conference calls and monthly Executive Committee conference calls. Travel to SCAN Retreat, SCAN Symposium, and Academy FNCE contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Serves as an advisor to the Executive Committee and is a member of the Nominating Committee (see separate job description).

**I. GENERAL RESPONSIBILITIES**

1. Assists the Chair as necessary and serves as Chair in the absence of both the Chair and Chair-Elect.
2. Serves as a member of the Nominating Committee and reports committee activities to the EC.
3. Serve as SCAN representative on ad hoc committees as necessary, including serving on Academy committees.
4. Serve as Assistant Chair of the SCAN Past-Chair Advisory Board, in years when Board is active.
5. Participates in SCAN Executive Committee strategic planning process.
6. Reviews and proposes updates to the job description annually.

**J. COMMUNICATIONS**

1. Participates in monthly, one-hour Executive Committee calls, weekly one-hour Chairs calls, nominating committee calls and all other calls as necessary.
2. *PULSE* and Website
  - a. Reviews quarterly galley
  - b. Participates in nominating calls for all SCAN awards (Fall issue, June 1).
  - c. Aids the nominating committee chair in the coordination of the publication both in print and in

- social media the election results (Summer issue, March 1).
- d. Participates in the Coordination of the publication both in print and in social media for the SCAN Award recipients as directed by the nominating committee chair. (Summer issue, April 1).
3. In coordination with Executive Director, Treasurer, and *Pulse* Managing Editor, prepare and submits an Annual Report to the Academy and the SCAN membership (July 1 for distribution by October 31).
    - a. Highlights and accomplishments of the year should be accumulated throughout the year for the Letter from the Chair, which should be written by July 1.
    - b. Financial report is formatted and submitted by Treasurer as soon as the year-end final reports are available from the Academy.
    - c. Other sections of the Annual Report are drafted by the Executive Director and Managing Editor, and are reviewed by Past Chair and Chair, with others as deemed necessary.
    - d. The Managing Editor of *Pulse* is the overall coordinator of the Annual Report and prepares the draft and final report with the assistance of a graphic designer.
    - e. The Annual Report is distributed primarily on-line, with a limited number of printed copies made for use with potential sponsors.

#### **K. QUALIFICATIONS**

1. Member of Academy in the Active classification and current registration through the Commission on Dietetic Registration. Active member of SCAN for three or more years.
2. Successful completion of two or more prior SCAN leadership positions within the past five years, including committee chair, Director on the Executive Committee, or an elected SCAN position.
3. As an elected officer, may not simultaneously hold an elected position in another DPG/ MIG or hold an elected Academy office. They can, however, hold an elected or appointed position in an affiliate or a district association, or an appointed position in another DPG/MIG or on an Academy committee.
4. Is not eligible to be a candidate for an elected SCAN office.
5. No person is eligible to serve more than one consecutive term in the same office.
6. Elected officers hold office until the end of the fiscal year following the election of their successors.
7. Demonstrated leadership skills including:
  - a. Excellent written and verbal communication skills
  - b. Strong managerial skills with demonstrated ability to delegate responsibilities as appropriate and to develop future SCAN/Academy leaders
  - c. Demonstrated knowledge of budget procedures
  - d. Strong organizational skills and demonstrated high level of responsibility in SCAN committee and/or project management
  - e. Strong leadership qualities and demonstrated ability to manage a team of professionals
  - f. General computing skills
8. Reasonable certainty of time available for SCAN duties (6-12 hours/month) and willingness of employer and family to support performance of duties.