

Job Description: Chair

- A. ELECTED OR APPOINTED:** Elected (as Chair-Elect)
- B. DURATION OF POSITION:** One year; preceded by one year as Chair-Elect, followed by one year as Past-Chair.
- 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:** Membership, Executive Committee, Academy, and Executive Director
- F. TIME COMMITMENT:** 20+ hours per week
- G. MEETINGS AND TRAVEL:** Weekly Chair calls with Executive Director. Monthly Executive Committee and Subunit Director conference calls and Symposium Committee Conference Calls. Travel to SCAN Retreat, SCAN Symposium, and Academy FNCE, contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Chief executive officer of SCAN and Chair of the Executive Committee.
- I. GENERAL RESPONSIBILITIES:**
1. Has general powers of supervision and active management of SCAN. Provides leadership, direction, and assistance in decision making for all SCAN activities.
 2. Ensures that SCAN operates according to its governing documents (Guiding Principles) and SCAN policies and procedures.
 3. Serves as official SCAN spokesperson to the Academy as well as for all partnerships, network organizations, industry, and the media. Designates an alternate when necessary.
 4. Responds to requests from the Academy in a professional and timely manner.
 5. Ensures that all resolutions and recommendations submitted to SCAN are duly considered and carried out, if adopted.
 6. Consults with Treasurer, Chair-Elect, Executive Director, and other members of the Executive Committee on the preparation of the annual budget and program of work.
 7. Collaborates with Treasurer, Development Director, and Executive Director on sponsor agreements and contracts with outside vendors. With Treasurer, signs all approval forms for agreements and contracts.

8. Develop the agenda for Executive Committee (EC) calls based on reports from EC members. Ensure that EC members have access to the agenda and pertinent materials with adequate time to review before each meeting. This may be accomplished via email directly to EC members, by posting to the monthly workspace on SCAN's website, or other means.
9. Mentors Chair-Elect on duties of office.
10. While Chair-Elect and as necessary during term as Chair, appoints the Executive Committee directors, and the chairs and members of any standing, special, and ad hoc committees of the Executive Committee who will serve during the Chair's term, and defines the reporting mechanism and function of special committees to the Executive Committee.
11. Serves as an ex officio (without vote) member of any of the above standing, special, and ad hoc committees, except for the Nominating Committee.
12. Nominates a qualified member to fill the unexpired term of any elected officer, except Chair-Elect, with the approval of the Executive Committee.
13. In consultation with the DPG Relations Manager and with final vote from the EC, asks any person(s) to resign who has not fulfilled her/his committee responsibilities and appoints new member.
14. Reviews Treasurer expense reports along with Executive Director and submits to Academy Accounting Team for reimbursement.
15. Administers yearly evaluation of the Executive Director and Development Director (with input from Executive Committee members and appropriate committee Chairs). Annually evaluate contractual staff (with input from Executive Director as appropriate, Executive Committee members, and appropriate committee Chairs). Utilize these evaluations in leading EC decisions regarding renewal or changes in staff contracts, particularly for Executive Director and Development Director.
16. Executive Committee Retreat: In coordination with Chair-Elect and Executive Director, help prepare meeting agenda. Primary responsibility for planning retreat lies with the Chair-Elect.
17. Academy Food and Nutrition Conference and Exposition (usually in October; See details below):
 - a. If held, plan and preside at SCAN Business Meeting
 - b. Attend DPG Showcase and assist as needed
 - c. Preside at SCAN sponsored reception
 - d. Preside at SCAN Spotlight Session or other SCAN-sponsored session
18. SCAN Symposium (March/April; See details below)
 - a. Participate as needed in committee conference calls
 - b. Review and approve all Symposium correspondence related to speakers, schedule, fundraising, promotional materials including brochure and program book
 - c. Prepare letter for Program Book in conjunction with Symposium Chair and with assistance of Executive Director, if desired.
 - d. Preside at Executive Committee meeting at Symposium, if held
 - e. Participate in post-Symposium wrap-up session
 - f. Preside at Awards Luncheon or Dinner
 - g. Serve as room host and/or session presiding officer as assigned

- h. Pass gavel to Chair-Elect during symbolic transition of office ceremony at Awards Luncheon or other designated occasion.

19. Participates in SCAN Executive Committee strategic planning process.

20. Reviews and proposes updates to the job description annually.

J. COMMUNICATION:

1. Establishes a schedule for Executive Committee, subunit directors, and SCAN leadership team meetings and conference calls. These include monthly, one-hour Executive Committee and Subunit Director calls, weekly Chair calls, Development Director calls on agreed schedule, and other calls as needed. Coordinates with Secretary and Executive Director to ensure notification to Executive Committee members and DPG Relations Manager of due dates for reports and the date, time, and place of Executive Committee meetings and conference calls prior to the meetings.
2. Serves as the liaison to the House of Delegates/Practice Operations Team and the DPG Delegate. Ensures communication of Academy and HOD information to the Executive Committee and the membership as appropriate.
3. Maintains communication with other leaders and ad-hoc committees or task forces that are assigned to report directly to the Chair. Inform Executive Director, EC members and others as needed regarding relevant information from these communications.
4. Communicates with DPG Relations Manager on a regular basis. Keeps DPG Relations Manager apprised of relevant official SCAN activity.
5. Makes every attempt to respond to correspondence or route it to appropriate staff of EC member for response in a timely manner. Completes Academy DPG surveys and questionnaires, and ensures that information from the Academy is communicated via EML-postings, newsletter or e-blasts to SCAN members when requested.
6. Keeps Executive Director and Chair-Elect informed of all SCAN activities. Sends copies of all official correspondence to Executive Director for SCAN files.
7. Works with the Executive Director and Member Services Director to revise and coordinate the distribution of materials to new members.
8. PULSE and Website
 - a. Edits quarterly galleys for SCAN-related information
 - b. Submits information on SCAN activities at FNCE (Fall issue, July 1)
 - c. Submits article for Chair column (summer, early April; Fall, early July; winter, early Oct; and spring, early January). Dates to be confirmed annually by the Managing Editor.)
 - d. Biography (as Past-Chair) (Summer issue, April 1)

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. The Chair can, however, hold an elected or appointed position in an affiliate or district association, or appointed position in another DPG/MIG or 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. 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.
7. Reasonable certainty of time available for SCAN duties (approximately 20 hours/week, though at times may be more) and willingness of employer and family to support performance of duties.

L. DETAILED RESPONSIBILITIES

FOOD AND NUTRITION CONFERENCE AND EXPOSITION		
Responsibility	Deadlines	Working With:
If held, participate in planning for Pre-FNCE Workshop. Communicate with sponsors or planning team, ensure sufficient PR and Marketing, and preside at the event.	Preparations should be in place by August. Marketing and PR activities to occur up to FNCE.	SCAN Executive Committee, subunits, and Executive Director
If held SCAN Business Meeting is held, collaborate with ED on agenda and preside over meeting.	Plan agenda by August 15; update as necessary.	SCAN Executive Committee and Executive Director
If accepted, work with Spotlight or other session speakers to ensure content is in agreement with session objectives. Serve as speaker manager, invite speaker(s) to DPG related social events, and preside at session. Ensure that speakers book flights and arrive at session.	FNCE session is planned in early Fall while serving as Chair-elect. Contact speakers one month and immediately before FNCE.	Executive Director Alternately, Chair may appoint a SCAN volunteer to oversee FNCE education session(s).
Preside over SCAN Reception, introduce and thank sponsors. Work with Development Director to ensure that sponsorship is secured.		Executive Director and Development Director
Ensure that appropriate SCAN materials, including Annual Report, are available. Work SCAN Booth at DPG showcase. Represent SCAN at Academy meetings.	Plans finalized at least four weeks prior to FNCE.	Executive Director will coordinate and ship all materials.

SYMPOSIUM		
Responsibility	Deadlines	Working With:
Oversee symposium plans. Participate in Symposium conference calls and meetings as needed.	Program planning begins previous spring and should be near- finalized by July.	Symposium Chair and Committee, Development Director and Executive Director
Preside at or attend events according to designated schedule	Executive Director to prepare schedules 2 weeks in advance.	Executive Director and Symposium Chair
Plan and preside at Executive Committee Meeting	Agenda drafted and sent to EC members with adequate time to review in advance of symposium (ideally a week).	Executive Committee and Executive Director