

MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: Affiliate Delegate

Serves a 3-year term as a voting member of the governing board. Elected by affiliate members.

Functions:

- Serves as a member of the HOD
- Performs functions as needed to assist in facilitating the work of the HOD
- Serves as a voting member of the governing board

Responsibilities:

1. Participates in HOD meetings and formal electronic dialogues
2. Participates in electronic dialogues, deliberations and voting in the HOD Community of Interest.
3. Recommends agenda items for HOD meetings.
4. Participates in discussions, makes and votes on motions.
5. Contributes to and participates in achieving goals for HOD and HOD committees.
6. Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns and interests of members.
7. Maintains communication with HOD Leadership Team and responds to requests from Speaker and House committees.
8. Maintains communication with constituents (e.g. members, DPG's, affiliates) through mechanisms developed by HOD; may include attendance at meetings or on conference calls, writing articles, soliciting input, facilitating group discussions at established times, such as AND FNCE or affiliate meetings.
9. Monitors the AND budget and addresses issues via HOD representatives on Finance Committee.
10. Accepts appointments for HOD committees, subcommittees, and task forces and Tactical Workgroups and completes assigned tasks.
11. Contributes to reports on activities.
12. Monitors the functions of the HOD to ensure compliance with the Bylaws and Policies and Procedures.
13. Participates in HOD activities to identify and prioritize trends in the profession.
14. Assists in orientation of and transfer of information to new delegates to ensure continuity.

Approved by MDA board 3/12/11