

# **MAINE ACADEMY OF NUTRITION AND DIETETICS**

## **JOB DESCRIPTION: Awards Committee Chairman**

1. Serves as a non-voting member of the Board.
2. Requests nominations at Board meetings for the Recognized Young Dietitian of the Year, the Emerging Dietetic Leader, the Recognized Dietetic Technician of the Year and the Outstanding Dietitian of the Year Awards.
3. Submits an article to the Newsletter Editor for the fall/winter issues describing the RYDY, EDL, RDTY, and ODY nomination procedures for awards to be presented at the MAND Fall conference the following year.
4. Sends data sheets (supplied from AND) to each candidate. Encourage each candidate to submit a resume and any additional information that would contribute to the description that will appear on the ballot.
5. Appoints a committee to review the nominations/candidates' data sheets. The committee will select the top candidates for each award. The Awards Committee Chairman will announce the names of the candidates at a MAND Board meeting for approval.
6. Reviews nominations/candidates' data sheets for completeness. Ensures that each nominee/candidate is a member of AND.
7. Contacts candidates informing them of the results; writes congratulatory letters to award recipients.
8. Obtains the signature of each recipient on the data sheet and submits the signed data sheets to the state President by mid-February. The state President will sign each sheet and submit them to Affiliate Management at AND (by April 1).
9. Submits article to Newsletter Editor notifying membership of award recipients. Article should include vitae information on each recipient.
10. Invites award recipients to the fall MAND conference.
11. Presents awards, with the assistance of the Awards Committee Chair-Elect, at the fall MAND conference.

Approved by MAND board 3/12/11