

MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: Representative to External Entity

1. MAND member representing MAND is appointed by the President to the approval of the Board of Directors.
2. The appointee reports to the President of the Board or Directors.
3. It is recognized that each MAND member has a practice or employer in addition to MAND membership. In communication with members of external organizations, the appointee clearly states when he/she is speaking on behalf of MAND.
4. Prior to scheduled meetings of the external organization, appointee discusses the highlights of the upcoming agenda with the President and ascertains MAND's input and/or position. The appointee must provide the President with the context and history of key parts of the agenda, rather than just forwarding the entire meeting agenda. The President will consult with the Board of Directors and the Public Policy Panel as needed to provide appointee with the necessary information.
5. Appointee has a duty to submit a report following each meeting of the external organization. Meeting minutes may be submitted but are not sufficient. A summary of the impact on MAND of the meeting and any upcoming business must be submitted one week prior to the next scheduled MAND board meeting.