

# MAINE ACADEMY OF NUTRITION AND DIETETICS

## Job Description: Student/Intern Representative to the MAND Board of Directors

The Maine Academy of Nutrition and Dietetics (MAND) Student/Intern Representative to the MAND Board of Directors (BOD) is a one year, non-voting position on the affiliate's Board of Directors (term coincides with the AND membership year of June 1 to May 31). The purpose of the position is twofold: 1) to provide the MAND Board of Directors and students/interns in our state's educational and training programs with a communication channel by which ideas, concerns and information can be exchanged, and 2) to provide Maine students and interns across the state with an opportunity to develop leadership skills, receive mentoring, learn how to work with a varied team of professionals, and experience the benefits of serving their profession as a volunteer leader.

### Responsibilities include:

- Organizing a method to communicate regularly with students and interns in all dietetics programs and across the state to ascertain concerns and gather ideas
- Serving as the contact person to assist in information flow between MAND and students/interns (i.e. providing feedback on student/intern concerns to the MAND Board of Directors, and reporting back to students/interns about MAND business that impacts them)
- Participating in the planned meetings and conference calls of the MAND BOD
- Helping to organize student/intern volunteers for MAND events and conferences
- Attending the annual MAND conference
- Participating in recruitment of students/interns to MAND as requested by BOD

### Selection process:

- Applicants must submit completed application packets to MAND BOD by date specified on application. Applicant selections are decided upon by BOD vote.
- If enough qualified applications are received that two representatives can be selected (one for SMCC and one for UMaine), then the MAND BOD will choose two representatives. If not, only one representative will be chosen, and he/she will represent all students/interns from both locations.

### Time commitment:

- This is a one-year position. Students/interns who have served in the position once may continue to apply as long as they are enrolled in an ACEND-accredited program, though there is no guarantee of recurrent appointment to the position.
- The estimated time commitment for this position is 2-4 hours per month.
- If at any time the appointed Student/Intern Representative needs to terminate his/her service in the position, a formal explanatory letter to the MAND BOD should be submitted.
- Dismissal from the position is unlikely, but is at the discretion of the BOD should sufficient reasons arise.

Approved 1/30/12