

MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: Policies and Procedures/By-laws/Ethics Chairman

1. Serves a 3-year term as a voting member of the governing board.
2. Works with webmaster to maintain current policies, procedures, bylaws and job description archives on the MAND website.
3. Serves as Parliamentarian at all governing board meetings to ensure compliance with state association by-laws and policies and procedures.
4. Oversees the distribution of the Policy and Procedure manual to board members. Ensures that all out-going board members turn their manuals over to the corresponding incoming board members.
5. Keeps current with any changes in By-laws or Policy and Procedure within AND and communicates these changes to the state president for implementation.
6. Educates MAND members on the AND Code of Ethics and responds to any inquiries concerning ethical conduct.
7. Serves as a resource to MAND members and the Education Chair for written educational materials and qualified speakers on ethical issues.

Approved 6/24/11