

**MAINE ACADEMY OF NUTRITION AND DIETETICS**  
**JOB DESCRIPTION: Office of the President**

1. Is the Chief Executive Officer of the Maine Academy of Nutrition and Dietetics (MAND), serves a 1-year term, and is an elected position. The ideal candidate will have served on the board for at least one year.
2. Is the Chairman of the Board of Directors.
3. Presides at all meetings of the state association and its Board.
4. Submits all recommendations to the Board for due consideration and action(s) as deemed appropriate.
5. Appoints other officers and members of any special or standing committees if vacancies occur during the President's term, and with approval of the Board of Directors.
6. Reviews and approves all non-routine statements of expenses over \$100 before payment by the Treasurer.
7. Represents the MAND at meetings of allied groups and at ceremonial and protocol functions, or appoints another board officer or member to represent MAND, with mileage being covered by MAND.
8. Submits articles, as appropriate, to the MAND newsletter to inform the membership of state activities.
9. Attends meetings of the AND House of Delegates at FNCE, with expenses for FNCE covered by the MAND.
10. Initiates proper procedures, as stated in the MAND By-laws, for filling the unexpired term of any elected officer when a vacancy occurs.
11. Schedules and distributes Board meeting dates for the year within a month of taking office.
12. Signs certificates for the Recognized Young Dietitian of the Year, the Outstanding Dietitian of the Year, the Emerging Dietetic Leader and the Recognized Dietetic Technician of the Year recipients to AND.
13. Is a member, ex-officio (without vote) of all standing and special committees.
14. Assumes general powers of supervision and active management usually vested in the office of President.

15. Maintains communication with AND and delegates' duties to board members, officers, or committees as appropriate.
16. Assumes responsibility for ensuring the Strategic Plan is executed in a timely manner and is periodically reviewed to monitor progress and/or make proposed changes with board input and vote.
17. Performs other duties as needed.

Revised and Approved by MAND Board of Directors 4/25/09