

# MAINE DIETETIC ASSOCIATION

## JOB DESCRIPTION: President-Elect

1. Is a voting member of the Board and attends all board meetings.
2. Ideal candidate should have 1 year experience as a board member.
3. Performs the duties of President in the absence of the President
4. Appoints standing and special committee chairs and members who will serve during the President-Elect's term as President
5. Submits a roster of all elected and appointed state and district officers, delegates, and committee chairs to ADA headquarters in the early summer.
6. Becomes familiar with the duties and responsibilities of the President and all other officers.
7. Represents the state dietetic association at all meetings planned for Presidents and President-Elects at the ADA Annual Meeting
8. Is an advisory, non-voting member to the nominating committee
9. Member of the conference planning committee for planning the MDA annual educational conference/s.
10. Serves as the President-Elect-Elect immediately following the election to the position of President-Elect and serves until the newly elected officers take office.
11. Encouraged to attend ADA Leadership Conference, which is partially funded by ADA with the remainder funded by MDA, if funds available.

Revised and Approved by MDA Board of Directors 4/25/09, 12/21/10