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| **Job Title:** | Annual Meeting Chair | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Three years:Year 1 – Annual Meeting ChairYear 2 – Education and Development Pillar Chair | **Member, Executive Committee:** | No (Year 1)Yes (Year 2) |
| **Route to Office:** | Elected | **Voting Member of the Board:** | No (Year 1)Yes (Year 2) |
| **Accountable To:** | President, UAND Board of Directors |

**Position Purpose**

The purpose of this position is to plan, conduct and evaluate the UAND Annual Meeting.

**Priority Job Responsibilities**

This section outlines the most important duties of this position. These responsibilities must be performed in order to maintain reasonable functioning of the organization. The incumbent must find a replacement to fulfill the responsibility whenever she/he is unable to carry out the designated responsibility:

* Send any money received from potential attendees, vendors, sponsors, or others to the Executive Director to be reported and processed.
* Keep an accurate record of all meeting related expenses. Send reimbursement requests to the Treasurer in a timely fashion.
* Working with the Treasurer and Executive Director, be prepared to present an accurate financial report after the annual meeting at the final Board of Directors meeting of the fiscal year.

**General Job Responsibilities**

**Job Function – Board Responsibilities**

1. Attend orientation and quarterly Board of Directors meetings.
2. Participate monthly in Executive Committee meeting.
3. Meet with predecessor for overview of position.
4. Plan year's activities and submit annual budget by May.
5. Prepare periodic reports of activities related to Annual Meeting.

**Job Function – Annual Meeting Committee**

1. Select dietitians from at least four areas of practice and at least two different geographical regions of the state to serve on the annual meeting planning committee.
2. Coordinate regular meetings with annual meeting planning committee to discuss meeting details and delegate responsibilities to committee members.
3. Oversee efforts of committee members to ensure meeting preparations are being carried out in an efficient and timely manner; preparations include:
	1. Poster Session – Call for abstract, selection, communication with poster participants, day –of preparation and direction.
	2. Speaker selection – Selection of speakers based on topics requested by previous year's evaluation, board members, "hot" new topics, etc.
	3. Grant submission and acquisition.
4. Assist board in identifying possible members to work as future Annual Meeting Chair.

**Job Function – Annual Meeting Program Details**

1. Select annual meeting site with help from chair elect and committee members:
	1. negotiate and sign contract with annual meeting site.
	2. Work with meeting site to plan meeting organization, set up, meals, and breaks.
2. Correspond with all annual meeting speakers to ensure they receive pertinent information regarding their role as a speaker, as well as any needs they may have as a speaker.
3. Compile annual meeting syllabus and oversee its production.
4. Communicate with exhibitor/sponsor coordinator chair and chair elect regarding exhibitor and sponsor needs. Assist in gathering information for and submitting sponsorship grants.
5. Oversee and assist with the production of all marketing and registration materials (i.e. postcard, registration brochure, and/or online registration sites).
6. Submit CPEU information to UAND Continuing Education Coordinator.
7. Work closely with Executive Director on annual meeting details that you may delegate to him/her.
8. Increase participation at annual UAND meeting by 5% each year.
9. Include sessions at conference that assist in meeting current UAND board goals.
10. Complete strategic plan responsibilities.

**Job Function – Financial Accountability**

1. Communicate with President, Treasurer and Executive Directory regarding expenses.
2. Track and manage expenses for annual meeting responsibly.

**Job Function – Education and Development Pillar Chair**

1. Act as a mentor to the Annual Meeting Chair. Provide guidance in Annual Meeting planning, preparation, and evaluation.
2. Lead the Strategic Planning for the Education and Development pillar.
3. Coordinate 2 to 3 additional education opportunities each year for the members.
4. Attend all board meetings and provide report on pillar activities.
5. Recruit new pillar members.
6. Provide initial training and mentoring to pillar members.

**Job Qualifications**

**Minimum**

Must be:

1. A Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) and member of the Academy of Nutrition and Dietetics (AND) and UAND.
2. Able to attend the UAND annual meeting.
3. An excellent communicator with customer service skills.
4. An excellent leader, with public speaking skills.
5. Able to work independently with very little supervision, meeting deadlines and goals as required.

**Preferred**

1. Educational background or previous experience in leadership position (directing committees within UAND).
2. Experience/participation on the annual meeting planning committee.

**General Physical Demands and Working Conditions of Job**

1. Must be able to work effectively under high stress conditions.
2. Must be able to spend appropriate time each week on UAND activities.