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| **Job Title:** | Networking Director | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Two years:Year 1 –Networking DirectorYear 2 - Membership 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**

Establish a communication network between UAND leadership, new Academy members and UAND’s New Member Committee liaison. Promote member benefits to both members and nonmembers of the Academy.

**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:

* Attend at least one UAND Board of Directors (BOD) meeting annually.
* Report activities to UAND annually.
* Establish a ‘local network’ of new UAND/Academy members (defined by the NMAC as individuals within the first 5 years of Academy membership after completion of CADE Accredited undergraduate program, an approved dietetic internship, or Coordinated Program).
* Assist UAND in implementing new programs to encourage and enhance new member involvement within UAND and the Academy.
* Complete strategic plan responsibilities.

**General Job Responsibilities**

**Job Function – Networking Director (Year 1)**

1. Serve as communication link between the affiliate and the Academy’s New Member Advisory Committee (NMAC) liaison.
2. Provide feedback from new members to the Academy.
3. Implement programs/initiatives as directed by NMAC liaison.
4. Report outcome (success/failure) of new programs and services.

**Job Function – Membership Chair (Year 2)**

1. Serve as membership retention chair for recruitment of Academy/UAND members.
2. Recommend programs/services UAND can implement to enhance member value and increase member participation.
3. Identify and promote Academy membership benefits and distribute these to members and nonmembers through established communication channels.
4. Identify nonmembers, invite to become members with specific volunteer roles in UAND leadership.

**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. An excellent communicator with customer service skills.
3. Able to work independently with very little supervision, meeting deadlines and goals as required.

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

Must be able to spend appropriate time each week on UAND activities.