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| **Job Title:** | Nominating Committee | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Three years:Year 1, 2 –Nominating Committee MemberYear 3 -Nominating Committee Chair | **Member, Executive Committee:** | No (Year 1-2)Yes (Year 3) |
| **Route to Office:** | Elected | **Voting Member of the Board:** | No (Year 1-2)Yes (Year 3) |
| **Accountable To:** | President, UAND Board of Directors |

**Position Purpose**

With committee, identify and select qualified candidates to run for elected office in UAND. Prepare ballot and candidate information for UAND officer elections.

**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:

* Provide a full ballot with at least one candidate (preferably two) for each needed position.

**General Job Responsibilities**

**Job Function –Leadership**

1. Attend orientation and quarterly Board of Directors meetings.
2. (Chair – year 3) Get file of previous nominees from nominating chair.
3. With committee, plan year's activities. Submit schedule of activities to presidency member for approval.
4. Complete strategic plan responsibilities.

**Job Function – UAND Elections**

1. Work with Executive Director and President to determine needed positions for upcoming election.
2. Select, with committee, candidates to run for elected office in UAND and secure consent according to policy and procedure.
3. Provide written copy of position description to potential candidates.
4. Prepare summary of qualifications of candidates according to policy and procedure.
5. Submit the final ballot ready for mailing along with uniformly formatted candidate information to the UAND Executive Director by January 15.
6. Maintain file of officers for previous five years, also maintain file of all candidates and of those who were asked to run for office but declined and reason for declining.
7. Act as conduit for UAND members who are interested in participating on committees.

**Job Function – Financial**

1. Prepare and submit the annual budget for the committee.

**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.

**Preferred**

1. Experience working with other dietitians in the state.

**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.