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| **Job Title:** | Past president | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Three years:  Year 1 – President Elect  Year 2 – President  Year 3 – Past President | **Member, Executive Committee:** | Yes |
| **Route to Office:** | Elected | **Voting Member of the Board:** | Yes |
| **Accountable To:** | President, UAND Board of Directors | | |

**Position Purpose**

* To support the President of UAND in leadership responsibilities
* To direct the function(s) indicated in the organization chart during the appropriate year in office.
* Assure the needs of the UAND membership are addressed and met if possible
* Assure the nutritional needs/nutritional education of Utah residents are addressed and met if possible.

**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:

* Prepare a 1 page SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of UAND based on the past 3 year experience in the organization. Present the analysis to the UAND board during the final board meeting of this position’s term.
* Attend all official UAND board meetings.
* Attend UAND Annual Meeting.
* Act as the primary replacement for any duty the Executive Director is unable to complete.

**General Job Responsibilities**

**Job Function – Leadership**

1. To direct the function(s) indicated in the organization chart during the appropriate year in office
2. Assure that the mission and vision of UAND is met
3. Preside over and direct official UAND meetings in the absence of President and President Elect or as directed by the President.
4. Participate in all quarterly board of director meetings.
5. Participate in all executive committee meetings.
6. Meet with predecessor for overview of position.
7. Solicit support for UAND members to receive AND awards, scholarships and leadership training.
8. Serve as a resource and support for the Present.
9. Complete strategic plan responsibilities.

**Job Function – Financial**

1. Facilitate financial budget preparation by committees over which this position has oversight (see organizational chart).
2. Participate in budget oversight.

**Job Function – Business**

1. Participate in the review of organization policies and procedures as needed.

**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. An excellent leader, with public speaking skills.
4. 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).

**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.