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| **Job Title:** | 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:** | UAND Board of Directors; Academy of Nutrition and Dietetics (AND) | | |

**Position Purpose**

* To provide leadership to the Utah Academy of Nutrition and Dietetics (UAND)
* To ensure that the UAND’s strategic direction and values are carried into effect
* Provide a link/liaison for the state affiliate with the Academy
* 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:

* Fill vacant positions on the UAND board, both appointed and elected.
* Plan and conduct all official UAND board meetings. Provide sufficient notice for meetings.
* Attend the UAND Annual Meeting.
* Act as the official UAND representative at any Academy, UAND, state or other event when a representative is requested.

**General Job Responsibilities**

**Job Function – Leadership**

1. Official representative of UAND
2. Act as Chief Executive Officer of UAND
3. Direct the function(s) indicated in the organization chart during the appropriate year in office.
4. Preside at Annual Meeting, conduct Annual Business Meeting including installation of new officers, and preside at other meetings as appropriate.
5. Act as Chair of the UAND Board of Directors; see that all activities of the Board of Directors are carried out.
6. Preside at all Quarterly Board of Directors meetings; prepare and distribute agendas.
7. Preside at all Executive Committee meetings; prepare and distribute agendas.
8. Orient Board of Directors. Provide Bylaws and Policies and Procedures.
9. Oversee responsibilities of Executive Director, Secretary, Treasurer, and Delegate.
10. Coordinate filling vacancies in elected and/or appointed offices according to Bylaws.
11. Appoint ad hoc and special committees as required.
12. Prepare the Annual Calendar: June 1 to May 31.
13. Provide forum for member recommendations and concerns at Board of Director meetings.
14. Approve Annual Meeting location and dates; approve and/or sign contracts.
15. Prepare report of year’s activities for Annual Meeting. Request written reports from Board of Directors for inclusion in the Annual Meeting syllabus.
16. Attend Academy Annual Meeting (FNCE) if possible.
17. Orient in-coming President.
18. Review UAND Bylaws annually and revise as necessary.
19. Review UAND Strategic Plan and revise as necessary.
20. Complete Strategic Plan responsibilities.

**Job Function – Financial**

1. With Treasurer, meet with investment advisor as necessary to monitor UAND funds.
2. Contract, direct, and monitor performance of Executive Director and Lobbyist; authorize payment for services.
3. With Treasurer and Treasurer Elect review and/or assist with the preparation of the financial budget for UAND; present it to the Board of Directors for approval.
4. Meet at quarterly Board meetings with the Executive Director and Treasurer, to review finances and authorize payments, as necessary.
5. See that IRS 1099 forms are prepared in January for the Executive Director and Lobbyist.
6. See that applicable IRS forms are filed annually and submit a copy to the Academy.

**Job Function – Business**

1. Respond to communication from the Academy.
2. Submit incorporation renewal with the State of Utah (June).
3. Prepare and sign Principles of Affiliation Agreement and submit a Certificate of Good Standing (from Department of Commerce) to the Academy yearly.
4. Yearly submit name and address of Registered Agent to Department of Commerce (generally Treasurer or President; the Academy recommends using Lexis Nexis).

**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).
2. Experience in fiscal management and administration.
3. Able to attend the Academy Annual Meeting (FNCE) and/or Academy Leadership Institute.

**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 5-10 hours per week on UAND activity.