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| **Job Title:** | Membership Chair | **Member, Board of Directors:** | No (Year 1)  Yes (Year 2) |
| **Term of Office:** | Two years:  Year 1 –Membership Chair-Elect  Year 2 - Membership Chair | **Voting Member of the Board** | No (Year 1)  Yes (Year 2) |
| **Route to Office:** | Elected | **Accountable To:** | President, UAND Board |

**Position Purpose**

Increase and strengthen UAND membership by promoting member benefits and planning networking opportunities for both members and nonmembers of the Academy. Identify and select qualified candidates to run for elected position on the UAND Board. 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:

* Monitor current UAND membership level and plan programs/networking events to encourage new membership and enhance member involvement within UAND and the Academy.
* Act as liaison for UAND members interested in volunteering for UAND. Provide a full ballot with at least one candidate (preferably two) for each needed elected board position.

**General Job Responsibilities**

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

1. Attend orientation and monthly UAND Board Meetings. Submit monthly report on status of Membership Committee goals.
2. Oversee the Membership Committee including the Membership Chair-Elect and 2 other appointed Membership Committee members.
3. Lead Membership Committee meetings (frequency determined by the chair). Maintain communication among Membership Committee members. Delegate and follow up on tasks to accomplish Membership Committee goals.
4. Prepare report of year's activities for board meeting held at the Annual Meeting with input from the Membership Committee.
5. Train and prepare the Membership Chair-Elect for their upcoming year on the board.

**Job Function – Increase/enhance UAND Membership**

1. Plan programs/networking events to increase membership, enhance member value, and increase member participation.
2. Identify and promote Academy membership benefits and distribute these to members and nonmembers through established communication channels.
3. Identify nonmembers, invite to become members with specific volunteer roles in UAND leadership.

**Job Function – UAND Elections**

1. Work with Executive Director and President to determine needed positions for upcoming election.
2. Work with committee to find candidates to run for elected office in UAND. Provide written job descriptions to potential candidates.
3. Submit the final ballot with uniformly formatted candidate information to the UAND Executive Director.

**Job Function – Membership Chair-Elect (Year 1)**

1. Attend orientation and Membership Committee meetings. Fulfill obligations as directed by the Membership Chair.
2. Work with the Membership Chair to be ready for upcoming year as Membership Chair. Be prepared to submit annual budget by first board meeting of the new fiscal year.
3. Work with President-Elect to select 2 appointed Membership Committee members for upcoming year.

**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.