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

**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:

* Attend all official UAND board meetings.
* Attend UAND Annual Meeting.
* Act as the primary replacement for any duty the President 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 are met
3. Preside over and direct official UAND meetings in the absence of or as directed by the President.
4. Participate in all UAND board meetings.
5. Plan the next year’s activities (for year as the President), including the board meetings and any needed functions.
6. Select appointed board members and committee chairs by June 1, prior to taking office as President. Submit the names to the Academy.
7. Solicit support for UAND members to receive AND awards, scholarships and leadership training.
8. Present awards and scholarships at the annual UAND business meeting.
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. Prepare a report of the year’s activities for the annual meeting.

**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 2-5 hours per week on UAND activity.