|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Consumer Protection Coordinator | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Three years | **Member, Executive Committee:** | No |
| **Route to Office:** | Appointed | **Voting Member of the Board:** | No |
| **Accountable To:** | UAND Board of Directors |

**Position Purpose**

This position is envisioned to be an integral part of the affiliate public policy panel responsible for keeping the affiliate informed about consumer protection issues and monitoring the activities of state licensure, certification or regulatory boards.

**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:

* Focus UAND attention on achievement and maintenance of certification in the state.

**General Job Responsibilities**

**Job Function – General**

1. Monitor consumer protection issues and their impact on the affiliate’s certification statute and related issues, in collaboration with the State Policy Representative and the State Regulatory Specialist, through the state legislative website.
2. Keep affiliate board informed of current consumer protection issues in the state.
3. Participate in Academy consumer protection issues meetings, webinars and licensure/certification forum calls.
4. As a member of the affiliate public policy panel, communicate with the panel on consumer protection and licensure issues impacting the profession.
5. Develop a plan to assure that dietitians and consumers know how to and can easily report statute violations as well as success and effectiveness stories of RDN’s.
6. Monitor frequency of the Department of Occupational and Professional Licensure (DOPL) board meetings, attend the certification board meetings and monitor RDN certification board member attendance.
7. Monitor the status of RDN certification board terms of office.
8. Monitor the overall certification board structure with regard to professional representation roles.
9. Assist affiliate board with recommendations to the governor for appointments to the certification board.
10. Assist affiliate board with confirming governor’s action on appointment of RDN certification board members.
11. Serve as a resource for the affiliate on the state dietetics licensure/certification statute and regulations.
12. Assist with the dissemination of the Academy's consumer protection and licensure messaging and communications.
13. Provide testimony when necessary on behalf of the affiliate at licensure and certification related public hearings.

**Job Function – Reports and Deadlines**

1. Submits reports to public policy panel and affiliate board as needed.
2. Provides input for sunset preparation at least 18 months prior to sunset.
3. Provides affiliate board with status on certification board terms of office approximately one year prior to term expirations.

**Job Function – Materials to be passed on to successor**

1. Current certification statute and regulations
2. DOPL board meeting minutes and reports

**Time spent in activities**

About 8 to 10 hours per month in addition to meetings.

**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 little supervision, meeting deadlines and goals as required.

**Preferred**

1. Educational background or previous experience in leadership position (e.g., directing committees within UAND).
2. Able to consistently attend scheduled meetings.

**General Physical Demands and Working Conditions of Job**

1. Must be able to work effectively under high stress conditions.
2. Must be able to maintain assignments from UAND Board of Directors.