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| **Job Title:** | State Regulatory Specialist (SRS) | **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:** | President, UAND Board of Directors |

**Position Purpose**

Responsible for identifying opportunities in state rulemaking upon passage of legislation.

**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:

* Communicate to UAND membership all statutes, rules, and other state regulations that pertain to dietetics practice.

**General Job Responsibilities**

**Job Function – Board**

1. Attend orientation and quarterly Board of Directors meetings.
2. Meet with predecessor for overview of duties.
3. Submit annual budget in coordination with Public Policy Coordinator (PPC).
4. Prepare report of years activities for Annual Meeting in coordination with PPC.
5. Complete strategic plan responsibilities.

**Job Function – Regulatory Affairs**

1. Tracking state regulatory issues of importance to Registered Dietitians/Registered Dietitian Nutritionists (RD’s; RDN’s) and overseeing the affiliate's response to emerging opportunities and challenges.
2. Tracking and initiating work with the state agencies managed by the Governor, the SRS would initiate meetings with state agency officials to promote access to the RD, DTR and nutrition services in state regulatory and programmatic initiatives.
3. Ensuring that the affiliate has an up-to-date compendium of current statutes and rules that impact dietetics practice, including scope of practice, facility and program requirements and any other document that defines the requirements and responsibilities for dietitians in your state.
4. Supporting members who connect with local contacts, including school systems, local Boards of Health, and similar groups with Academy stances and affiliate materials.
5. Coordinating with the PPC and the State Policy Representative (SPR) on issues to assure that the affiliate stance is consistent with the Academy's stances.
6. Ensuring that the affiliate's state agency and regulatory work is consistent with the three priority goals established annually by the Public Policy Panel.
7. Identifying other decision-makers within state agencies whose work will impact the affiliate's goals, particularly those that relate to access to RD's, DTRs, and nutrition services and programs.
8. Consult with the Academy Washington office and the Legislative and Public Policy Committee to coordinate Academy stances and positions on emerging regulatory issues in the states.

**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. A resident of the state of Utah.
3. An excellent communicator with customer service skills.
4. An excellent leader, with public speaking skills.
5. 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.

**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 on UAND activities.