

## **Job Description: Past Chair**

- A. ELECTED OR APPOINTED:** Elected
- B. DURATION OF POSITION:** One year, preceded by one year as Chair and one year as Chair-Elect
- C. TERM OF POSITION:** Coincides with the Academy fiscal year (June 1 through May 31)
- D. EXEC. COMMITTEE VOTING STATUS:** Voting
- E. LINE OF COMMUNICATION:** Chair, Executive Director
- F. TIME COMMITMENT:** 6-12 hours per month
- G. MEETINGS AND TRAVEL:** Weekly Chair and monthly Executive Committee calls. Weekly Nominating Committee calls for limited times throughout year. Travel to SCAN Retreat, SCAN Symposium, and possibly Academy FNCE, contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Serves as an advisor to the Executive Committee and is a member of the Nominating Committee (see separate job description).

### **I. GENERAL RESPONSIBILITIES**

1. Assists the Chair as necessary and serves as Chair in the absence of both the Chair and Chair-Elect.
2. Serves as a member of the Nominating Committee and reports committee activities to the EC.
3. Serve as SCAN representative on ad hoc committees as necessary, including serving on Academy committees.
4. Participates in SCAN Executive Committee strategic planning process.
5. Reviews and proposes updates to the job description annually.
6. Submits accurate and timely expense reports.
7. Attends two or more SCAN meetings/conferences annually (Retreat, Symposium), pending approval and funding.

### **J. COMMUNICATIONS**

1. Participates in monthly, one-hour Executive Committee calls, weekly one-hour Chairs calls, nominating committee calls and all other calls as necessary.

2. *PULSE*, and Website, Other Communication Modes
  - a. Aids the Nominating Committee Chair and Executive Director, as needed, in coordinating publication of:
    - i. Calls for SCAN Award nominees (*PULSE* Fall issue, June; eblasts October-December)
    - ii. Ballot petition/write-in opportunity (eblast December)
    - iii. Election results (*PULSE* Summer issue, March 1; eblast March).
    - iv. SCAN Award recipients (summer issue, April 1; eblast post-Symposium; Symposium program).
    - v. Call for Ballot nominees (eblast July for current year; *PULSE* Summer issue, March 1 for next year).
  
3. In coordination with Executive Director, Treasurer, and *Pulse* Managing Editor, prepares and submits an Annual Report to the Academy and the SCAN membership (July 1 for distribution by October 31).
  - a. Highlights and accomplishments of the year should be accumulated throughout the year in a list for the Managing Editor's use, and featured in a Letter from the Chair which should be written by July 1, or as directed by the timetable created by the *Pulse* Managing Editor.
  - b. Financial report is formatted and submitted by Treasurer as soon as the year-end final reports are available from the Academy.
  - c. Other sections of the Annual Report are drafted by the Executive Director and Managing Editor, and are reviewed by Past Chair and Chair, with others as deemed necessary.
  - d. The Managing Editor of *Pulse* is the overall coordinator of the Annual Report and prepares the draft and final report with the assistance of a graphic designer.
  - e. The Annual Report is distributed primarily on-line, with a limited number of printed copies made for use with potential sponsors.

#### **K. QUALIFICATIONS**

1. Member of Academy in the Active classification and current registration through the Commission on Dietetic Registration. Active member of SCAN for three or more years.
2. Must have previously served either on the Executive Committee, in a leadership capacity within a SCAN subunit or other key committees, or on an Academy or CDR committee in a capacity that serves SCAN's practice areas. Service on the SCAN EC or as the leader of a key SCAN committee within the past five years is preferred.
3. Demonstrated leadership and influence in one or more of SCAN's practice areas is preferred.
4. Successful completion of term as SCAN Chair.
5. May not simultaneously hold an elected position in another DPG/ MIG or an elected Academy office. May simultaneously hold an elected or appointed position in an affiliate or a district association, or an appointed position in another DPG/MIG or an Academy committee.
6. May not serve more than one consecutive term in the same office, unless approved by vote of the Executive Committee.
7. Hold office until the end of the fiscal year.
8. Demonstrated leadership skills including:
  - a. Excellent written and verbal communication skills
  - b. Strong managerial skills with ability to manage a team of professionals, delegate responsibilities as appropriate, and develop future SCAN/Academy leaders

- c. Knowledge of budget procedures
  - d. Strong organizational skills
  - e. High level of responsibility in SCAN committee and/or project management
9. Ability to use and willingness to learn new digital information sharing platforms as needed, including but not limited to email, Dropbox, Google Drive, audio and web conferencing, etc.
10. Reasonable certainty of time available for SCAN duties (6-12 hours/month) and willingness of employer and family to support performance of duties.