

**Job Description:  
Chair-Elect**

- A. ELECTED OR APPOINTED:** Elected
- B. DURATION OF POSITION:** One year; followed by one year as Chair and one year as Past-Chair
- 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 and Executive Director
- F. TIME COMMITMENT:** 5-10 hours per week
- G. MEETINGS AND TRAVEL:** Weekly Chair calls. Monthly Executive Committee and Symposium Committee calls. Travel to SCAN Retreat, SCAN Symposium, and Academy FNCE, contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Tracks and reports on Strategic Plan progress. Plans or supervises planning of SCAN spotlight session(s) at FNCE for the following year. Observes Chair and trains to gain confidence and competence for term as Chair.

**I. GENERAL RESPONSIBILITIES:**

1. Becomes familiar with the SCAN Strategic Plan, as well as the duties and responsibilities of the Executive Committee officers, especially the office of Chair, as well as the Executive Director, direct-report leaders, and consultants. Reviews the Strategic Plan and tracker, organizational chart, Executive Committee job descriptions, and governance documents. Works with Executive Director and Chair to become oriented to policies and procedures for communications, chain of command, and interaction with Academy.
2. Reviews the past three years of Chair final reports as posted to the website. Meets with Chair and Past Chair to review expectations for FNCE, Symposium, Retreat, and other events.
3. Performs such duties as may be designated by the Chair and/or Executive Committee. Assumes duties of Chair during her/his absence.
4. Develops and coordinates, or delegates, the submission of SCAN Spotlight or other educational sessions at FNCE.
5. Responds to requests from the Academy in a timely manner.

6. Appoints directors and ad hoc committee chairs, in consultation with and with approval by the Executive Committee, to serve during the Chair-Elect's term as Chair. Begin process early in term, review all positions and incumbent performance to determine who might be reappointed or replaced. Follow up with those elected on the national ballot as well as the unsuccessful candidates.
7. Reviews current year's budget, known as the Program of Work (POW), with Executive Director early in term. Participate in preparation of SCAN POW with the Chair, Treasurer, and Executive Director (January-April) in order to submit to DPG Relations Manager by April 30.
8. Participates in preparation of Annual Sponsorship Prospectus with Development Director, Executive Director, and Treasurer, by April, in conjunction with annual POW preparation.
9. Attends and participates in the Executive Committee Retreat during year as Chair-Elect.
10. Plans the Executive Committee Retreat, to be held early in Chair term (usually June to August, contingent upon approval of funding). Secure location with help of Executive Director, establish agenda, and set expectations for EC members. Depending on year of term with respect to Strategic Plan timing, may oversee 3-year Strategic Plan renewal process at Retreat. Have date, city, and venue confirmed two months in advance.
11. Assists Chair, Events Director, and Executive Director to plan and staff, as well as participate in, events at FNCE, which may include:
  - a. SCAN Business Meeting
  - b. DPG Showcase
  - c. Sponsored CPE and/or fitness sessions
  - d. Reception (may be sponsored)
  - e. Spotlight Session
  - f. Executive Director evaluation (with current Chair)
12. SCAN Symposium
  - a. Serves on Symposium Committee for Symposium to be held during year as Chair-Elect as an observer.
  - b. Serves on Symposium Committee to plan Symposium for year as Chair (planning begins January-March during year as Chair-Elect).
  - c. Attends and participates as a volunteer for Symposium.
13. Participates in SCAN Executive Committee strategic planning process. Depending on year of term with respect to Strategic Plan timing, may oversee 3-year Strategic Plan renewal process. Updates Strategic Plan Tracker each month based on EC reports and direct discussion where needed. Identifies and facilitates discussion with Chair and EC to address implementation challenges.
14. Submits accurate and timely expense reports.
15. Reviews and proposes updates to the job description annually, and assists in training his/her replacement

## **J. COMMUNICATIONS**

1. Participates in monthly, one-hour Executive Committee calls, monthly one-hour subunit calls, weekly one-hour Chair calls, monthly one-hour Symposium Committee calls, and other calls as necessary.
2. Works with Executive Director to complete an updated roster of all elected and appointed SCAN Executive Committee officers, committee chairs, and contractors at the end of term.

3. PULSE, Connection, The Beat, and Website
  - a. Reviews quarterly galleys
  - b. Submits biography and photo for EC page on website by May 1.
  - c. Submits the following for publication in the PULSE summer issue by April 1
    - 1) Leadership Directory
    - 2) Biography (as Chair)
    - 3) First column as Chair

#### **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. 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 district association, or an appointed position with another DPG/MIG or an Academy committee.
5. May not be a candidate for an elected office in SCAN during term as Chair-Elect.
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 in which their successor is elected.
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 (approximately 5-10 hours/week) and willingness of employer and family to support performance of duties.