

**Job Description:  
Chair**

- A. ELECTED OR APPOINTED:** Elected (as Chair-Elect)
- B. DURATION OF POSITION:** One year; preceded by one year as Chair-Elect, followed by 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:** Membership, Executive Committee, Academy, and Executive Director
- F. TIME COMMITMENT:** 20+ hours per week
- G. MEETINGS AND TRAVEL:** Weekly Chair calls with Executive Director. Monthly Executive Committee, Subunit Director, and Symposium Committee calls. Travel to SCAN Retreat, SCAN Symposium, and Academy FNCE, contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Chief executive officer of SCAN and Chair of the Executive Committee.
- I. GENERAL RESPONSIBILITIES:**
1. Has general powers of supervision and active management of SCAN. Provides leadership, direction, and assistance in decision making for all SCAN activities.
  2. Ensures that SCAN operates according to its governing documents (Guiding Principles) and SCAN policies and procedures.
  3. Serves as official SCAN spokesperson to the Academy as well as for all partnerships, network organizations, industry, and the media. Designates an alternate when necessary.
  4. Responds to requests from the Academy in a professional and timely manner.
  5. Ensures that all resolutions and recommendations submitted to SCAN are duly considered and carried out, if adopted.
  6. Consults with Treasurer, Chair-Elect, Executive Director, and other members of the Executive Committee on the preparation of the annual budget and program of work.
  7. Reviews and approves Annual Prospectus, as drafted by Development Director, Executive Director, Chair-Elect, and Treasurer, by April, in conjunction with annual POW preparation.

8. Collaborates with Treasurer, Development Director, and Executive Director on sponsor agreements and contracts with outside vendors. With Treasurer, signs all approval forms for agreements and contracts.
9. Develop the agenda for Executive Committee (EC) calls based on reports from EC members. Ensure that EC members have access to the agenda and pertinent materials with adequate time to review before each meeting. This may be accomplished via email directly to EC members, by posting to Basecamp, or other means.
10. Mentors Chair-Elect on duties of office.
11. While Chair-Elect and as necessary during term as Chair, appoints the Executive Committee directors, and the chairs and members of any standing, special, and ad hoc committees of the Executive Committee who will serve during the Chair's term, and defines the reporting mechanism and function of special committees to the Executive Committee.
12. Serves as an ex officio (without vote) member of any of the above standing, special, and ad hoc committees, except for the Nominating Committee.
13. Nominates a qualified member to fill the unexpired term of any elected officer, except Chair- Elect, with the approval of the Executive Committee.
14. In consultation with the DPG Relations Manager and with final vote from the EC, asks any person(s) to resign who has not fulfilled her/his committee responsibilities and appoints new member.
15. Reviews Treasurer expense reports along with Executive Director and submits to Academy Accounting Team for reimbursement.
16. Administers yearly evaluation of the Executive Director and Development Director (with input from Executive Committee members and appropriate committee Chairs). Annually evaluates contractual staff (with input from Executive Director as appropriate, Executive Committee members, and appropriate committee Chairs). Utilize these evaluations in leading EC decisions regarding renewal or changes in staff contracts, particularly for Executive Director and Development Director.
17. In summer of term as Chair and in coordination with Executive Director, carries out Executive Committee Retreat as planned during term as Chair-Elect. In spring of term as Chair, supports Chair-Elect as needed in planning Retreat.
18. At Academy FNCE (usually in October; See details below), participate in Executive Director evaluation (with Chair-Elect and Past Chair). Preside at and support Events team in planning, as needed, all SCAN events, which may include:
  - a. Business Meeting
  - b. DPG Showcase
  - c. Sponsored CPE and/or fitness sessions
  - d. Reception (may be sponsored)
  - e. Spotlight Session
19. SCAN Symposium (March/April; See details below)
  - a. Serves on Symposium Committee to plan Symposium for year as Chair (planning begins January-March during year as Chair-Elect).
  - b. Review and approve all Symposium correspondence related to speakers, schedule, sponsors, partners, promotional materials, program book, etc.

- c. Prepare letter for Program Book in conjunction with Symposium Chair and with assistance of Executive Director, if desired.
- d. Preside at Executive Committee meeting at Symposium.
- e. Participate in post-Symposium debrief session.
- f. Preside at Awards Banquet and Reception.
- g. Serve as room host and/or session presiding officer as assigned.
- h. Pass gavel to Chair-Elect during symbolic transition of office ceremony at Awards Banquet or other designated occasion.

20. 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.

21. Submits accurate and timely expense reports.

22. Reviews and proposes updates to the job description annually.

**J. COMMUNICATION:**

1. Establishes a schedule for monthly, one-hour Executive Committee and Subunit Director calls, weekly Chair calls, Development Director calls as needed, and other calls as needed. Coordinates with Secretary and Executive Director to ensure notification to Executive Committee members and DPG Relations Manager of due dates for reports and the date, time, and place of Executive Committee meetings and conference calls prior to the meetings.
2. Serves as the liaison to the SCAN Delegate to the Academy House of Delegates.
3. Ensures communication of Academy information to the Executive Committee and the membership as appropriate.
4. Maintains communication with other leaders and ad-hoc committees or task forces that are assigned to report directly to the Chair, such as Education and Research Coordinators. Inform Executive Director, EC members, and others as needed regarding relevant information from these communications.
5. Communicates with DPG Relations Manager on a regular basis. Keeps DPG Relations Manager apprised of relevant official SCAN activity.
6. Makes every attempt to respond to correspondence or route it to appropriate staff or EC member for response in a timely manner. Completes Academy DPG surveys and questionnaires, and ensures that information from the Academy is communicated via EML-postings, newsletter or e-blasts to SCAN members when requested.
7. Keeps Executive Director and Chair-Elect informed of all SCAN activities. Sends copies of all official correspondence to Executive Director for SCAN files.
8. Works with the Executive Director and Member Services Director to revise and coordinate the distribution of materials to new members.
9. PULSE, Connection, The Beat, and Website
  - a. Edits quarterly galleys for SCAN-related information.
  - b. Submits information on SCAN activities at FNCE (PULSE Fall issue, July 1)
  - c. Submits article for PULSE Chair column (summer, early April; Fall, early July; winter, early Oct; and spring, early January). Dates to be confirmed annually by the Managing Editor.
  - d. Submits biography and photo for EC and Nominating Committee pages on website by May 1.

**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 year as Chair-Elect.
5. May not simultaneously hold an elected position in another DPG/MIG or hold an elected Academy office. The Chair can, however, hold an elected or appointed position in an affiliate or district association, or appointed position in another DPG/MIG or Academy committee.
6. May not be a candidate for an elected SCAN office during term as Chair.
7. May not serve more than one consecutive term in the same office, unless approved by vote of the Executive Committee.
8. Hold office until the end of the fiscal year.
9. 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.
10. 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.
11. Reasonable certainty of time available for SCAN duties (approximately 20 hours/week, though at times may be more) and willingness of employer and family to support performance of duties.

**L. DETAILED RESPONSIBILITIES**

<b>FOOD AND NUTRITION CONFERENCE AND EXPOSITION</b>		
<b>Responsibility</b>	<b>Deadlines</b>	<b>Working With:</b>
If held, participate in planning for Pre-FNCE Workshop. Communicate with sponsors or planning team, ensure sufficient PR and Marketing, and preside at the event.	Preparations should be in place by August.  Marketing and PR activities to occur up to FNCE.	SCAN Executive Committee, subunits, and Executive Director
If SCAN Business Meeting is held, collaborate with ED on agenda and preside over meeting.	Plan agenda by August 15; update as necessary.	SCAN Executive Committee and Executive Director
If accepted, work with Spotlight or	FNCE session is planned in	Executive Director

<p>other session speakers to ensure content is in agreement with session objectives.</p> <p>Serve as speaker manager, invite speaker(s) to DPG related social events, and preside at session.</p> <p>Ensure that speakers book flights and arrive at session.</p>	<p>early Fall while serving as Chair-elect.</p> <p>Contact speakers to ensure effective planning and that deadlines are met.</p>	<p>Alternately, Chair may appoint a SCAN volunteer to oversee FNCE education session(s).</p>
<p>Preside over SCAN Reception. Introduce and thank sponsors. Work with Development Director to ensure that sponsorship is secured.</p>		<p>Executive Director and Development Director</p>
<p>Ensure that appropriate SCAN materials, including Annual Report, are available. Work SCAN Booth at DPG showcase. Represent SCAN at Academy meetings.</p>	<p>Plans finalized at least two months prior to FNCE.</p>	<p>Executive Director will coordinate and ship all materials.</p>

<b>SYMPOSIUM</b>		
<b>Responsibility</b>	<b>Deadlines</b>	<b>Working With:</b>
<p>Oversee symposium plans. Participate in Symposium conference calls and meetings for Symposium in year as Chair.</p>	<p>Program planning begins 16-18 months in advance.</p>	<p>Events Director, Symposium Chair and Committee, Development Director, and Executive Director</p>
<p>Preside at or attend events according to designated schedule.</p>	<p>Executive Director to prepare schedules 2 weeks in advance.</p>	<p>Executive Director, Events Director, and Symposium Chair</p>
<p>Plan and preside at Executive Committee Meeting.</p>	<p>Agenda drafted and sent to EC members with adequate time to review in advance of symposium (ideally a week).</p>	<p>Executive Committee and Executive Director</p>