**BOARD OF DIRECTORS JOB DESCRIPTIONS: Elected Positions**

**DELEGATE**

***OVERVIEW***

The Delegate is elected by the members of VAND to represent them as a member of the ACADEMY House of Delegates. The Delegate performs functions as needed to assist in facilitating the work of the ACADEMY House of Delegates (HOD).

**Responsible to:** VAND membership and Board of Directors

**Term of Office:** Three-year elected term

**Voting Member Status:** Voting member of VAND Executive Committee and the BOD and the Academy HOD

**Responsibilities:** Participates in HOD meetings and formal electronic dialogues.

1. Participate in electronic dialogues, deliberations and voting in the HOD.
2. Recommend agenda items for HOD meetings.
3. Participate in discussions, make and vote on motions.
4. Contribute to and participates in achieving goals for HOD and HOD committees.
5. Identify topics for future dialogue and deliberations a HOD meetings based on needs, concerns and interests of members.
6. Maintain communication with HOD Leadership Team and respond to requests from Speaker and House committees.
7. Maintain communication with constituents (e.g., members, DPGs, MIGs, affiliates, practice area experts) through mechanisms developed by HOD; may include attendance at meetings or on conference calls, writing articles, soliciting input; facilitating group discussions at established times, such as ACADEMY FNCE, affiliate and DPG meetings or designated teleconferences.
8. Monitor the ACADEMY budget and address issues via HOD representatives on Finance Committee.
9. Accept appointments for HOD committees, subcommittees, and task forces and Tactical Workgroups and complete assigned tasks.
10. Contribute to reports on activities.
11. Monitor the functions of the HOD to ensure compliance with the Bylaws and Policy and Procedures.
12. Participate in HOD activities to identify and prioritize trends in the profession.
13. Assist in orientation of and transfer of information to new delegates to ensure continuity.
14. Communicate information from the HOD to VAND members via newsletters, member website and e-blasts and obtains input from VAND members as needed.
15. The Academy has historically provided funds for flight to HOD meetings (2 days prior to FNCE). VAND is expected to cover HOD expenses of hotel and food. (see Reimbursement policy).
16. Provide contact information to President for BOD directory, including personal email to enable forwarding of eatrightvt.org address ([Delegate@eatrightvt.org](mailto:Delegate@eatrightvt.org)).

**Committee Memberships:** In addition to the Academy committees mentioned above, the Delegateserves on VAND Finance, By Laws/ Job Descriptions, and Public Policy Committees (refer to Committee Chart for members and chairs).

**Time Commitment:** 4-10 hours monthly, this may vary per month and per year depending on the organizations’ identified priorities. The position requires travel to the annual HOD meeting in the fall (same location as FNCE), and participation in the virtual spring HOD meeting, typically held the first weekend in May.

**Qualifications:**

* Active or Retired Member of VAND and Academy
* Prior experience on the VAND Board of Directors is essential
* Prior knowledge of the Academy of Nutrition and Dietetics operations & organizational priorities is helpful