**PRESIDENT**

***OVERVIEW***

The President represents and serves the membership of VAND. Serve as Chief Executive Officer of the Vermont Academy of Nutrition and the chair of the Board of Directors. The President’s role is to manage, stay informed, and ensure that all lawful orders (as mentioned below and in the Academy trainings) and VAND strategic plans are carried out.

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

**Term of Office:** One year. Term begins June 1 and ends May 31 of the following year.

**Voting Member Status:** Voting Member of the VAND Executive Committee and the Board of Directors

**Responsibilities:**

1. Chair all meetings of the Board of Directors and the Meeting of the Members (usually held at the Annual VAND Conference). Serve as a voting member of the Board of Directors in the event of a tie vote.
2. Chairs the Strategic Planning Committee and serve as a member exofficio of all standing and special committees, without vote (see Committee Chart for members).
3. See that all recommendations submitted to the Board of Directors are duly considered.
4. Appoint the chair of any special committee of the Board of Directors.
5. Appoint members to the board as needed (those not elected to office).
6. Appoint a qualified member to replace any person unable to fulfill the responsibilities of his appointment.
7. Serve as Alternate Delegate, until a special election can be held, if the elected Delegate is unable to complete the term.
8. Have the general powers of supervision and active management usually vested in the office of President.
9. Obtain location and set dates of executive board meetings during year of office.
10. Maintains minutes from all Executive Committee and Strategic Planning Committee meetings, which will act as part of committee report to be included in Consent Agenda for subsequent Board of Directors meeting. Sends minutes to Website Administrator to post in Committee’s Section of Members-only website.
11. Prepare agenda for the Board of Directors meetings and distribute to members at least one week prior to the upcoming meeting.
12. Keep membership informed of activities using current communication methods available by the association including, but not limited to, writing articles and submitting information for the newsletter (President’s message, upcoming VAND/Academy activities, educational opportunities and professional resources), welcome to new members and electronic communication. (See Communication policy # 9)
13. Prepare a welcome letter, along with the Membership Committee Chair, for new members to VAND.
14. Serve as the official contact person (along with the delegate) between VAND and ACADEMY.
15. Represent the Association at all meetings and activities planned for Presidents and Presidents-Elect at the ACADEMY Annual Meeting (FNCE)-reimbursed by VAND (see Expense policy #4).
16. Complete and Submit Annual Report and Articles of Affiliation to ACADEMY, and any other items requested by ACADEMY as needed.
17. Confer with ACADEMY headquarters on matters pertaining to VAND activities.

Forward pertinent information to appropriate members within VAND.

1. Help coordinate special events such as, National Nutrition Month, VAND Legislative Day at the State House, RD Day, VAND Day in Vermont (see state proclamation) and scheduled educational events.
2. Remain in contact with members of the board on an as needed basis.
3. Collaborate with Secretary to maintain a current email list of Board of Directors members.
4. At beginning of term, provide all VAND BOD personal email addresses to Website Administrator to enable the forwarding of eatrightvt.org emails to personal emails. For President, the assigned email is President@eatrightvt.org.
5. Forward all pertinent material to the board members from ACADEMY or other board members.
6. Negotiate contracts with non-VAND members or companies for services as needed with final approval of all contracts through the board /finance committee. (i.e. Lobbyist, web sites, newsletter, conference calling systems).
7. Verify that contracts between individuals or companies and VAND are current.
8. Verify, with Treasurer, that an annual tax return is filed, and that VAND is incorporated by the State of Vermont (via S.O.S. office), and that both current Treasurer and President are listed on VAND bank accounts.
9. Obtain copy of Board Liability Insurance from ACADEMY as needed.
10. Review VAND newsletter content before finalized and sent to membership quarterly.
11. Serve as a VAND Facebook Administrator (see Policy #8-Member Communications).

Approve all advertisements for website, newsletter and e-blast (See Policy #6-Website and Newsletter Advertising)

1. Insure that all Board, committee, or task force members review the Conflict of Interest Policy and sign the Conflict of Interest Disclosure Form (appendix C) by the first Board meeting of the year. These forms will be housed by the Secretary.
2. The President will maintain an up-to-date copy of all login credentials and associated information for all VAND password protected accounts including, but not limited to, DMIS, VAND website, PayPal, SurveyMonkey, Social Media pages (e.g., Facebook and Twitter). The President will ensure that all passwords are changed annually. The following board members will have access to the following accounts:
	1. **DMIS** – President, Secretary, Membership Chair
	2. **Website** – President, Website Administrator, Newsletter Editor, Communications Chair
	3. **PayPal** – President, Treasurer
	4. **SurveyMonkey** – President, any other board member responsible for administering a survey.
	5. **Facebook** – Communications Chair to provide admin rights to President.
	6. **Twitter** – President, Communications Chair

**Committee Memberships:** Chairs the Strategic Planning Committee. The President serves as a member exofficio of all standing and special committees, without vote (See Committee Chart for members and VAND Committee Chairs).

**Time Commitment:** 4-24 hours monthly though this may vary per month and per year depending on the organizations’ identified priorities. The position requires travel to at least 1 national meeting (4-5 days) during the first and second year of the commitment.

**Qualifications:**

* Active or Retired Member of VAND and Academy; prior experience as a member of the VAND Executive Board is beneficial
* Experience or strong interest in leadership & management, good communication skills, written and verbal
* Commitment to Academy’s mission and goal