

**Consumer Protection Coordinator
Position Description**

Elected or Appointed:	Appointed
Reporting Relationship:	President
Position Duration:	3-year term (recommended), with possibility of reappointment for an additional 3 year term
Voting/Non-voting:	Non-voting

Position Purpose:

This position is an integral part of the affiliate public policy panel responsible for keeping the affiliate informed about consumer protection issues and monitoring the activities of state licensure, certification or regulatory boards.

Responsibilities of the position:

- 1) Monitor consumer protection issues and their impact on the affiliate's licensure statute and related issues, in collaboration with the State Policy Representative and the State Regulatory Specialist, through State Track and other resources;
- 2) Keep affiliate board informed of current consumer protection issues in the state, including licensure board activities and licensure sunset dates (the proposed date for the expiration of the current statute and the development of the revised statute);
- 3) Participate in Academy consumer protection issues meetings, webinars and licensure forum calls;
- 4) As a member of the affiliate public policy panel, communicate with the panel on consumer protection and licensure issues impacting the profession;
- 5) Develop a plan to assure that dietitians and consumers know how to, and can easily report statute violations as well as success and effectiveness stories of RDNs;
- 6) Monitor frequency of licensure board meetings, attend the licensure board meetings and monitor RDN licensure board member attendance;
- 7) Monitor the status of RDN licensure board terms of office;
- 8) Monitor the overall licensure board structure with regard to professional representation roles;
- 9) Assist affiliate board with recommendations to the governor for appointments to the licensure board;
- 10) Assist affiliate board with confirming governor's action on appointment of RDN licensure board members;
- 11) Serve as a resource for the affiliate on the state dietetics licensure/certification statute and regulations;
- 12) Assist with the dissemination of the Academy's consumer protection and licensure messaging and communications;
- 13) Provide testimony when necessary on behalf of the affiliate at licensure related public hearings.

Reports and Deadlines:

1. Submits reports to public policy panel and board as needed;
2. Provides input for sunset preparation at least 18 months prior to sunset;
3. Provides board with status on licensure board terms of office approximately one year prior to term expirations.

Materials to Be Passed On to Successor:

- Current licensure statute and regulations
- Licensure board meeting minutes and reports