

Oregon Academy of Nutrition and Dietetics
EXECUTIVE BOARD JOB DESCRIPTION

PUBLIC POLICY COORDINATOR (DIRECTOR, POLICY/ADVOCACY)

Term: 3-year appointed position

Time Commitment: The position requires an average of 1-2 on hours per week, dependent on Academy requests, Oregon's strategic plan and plan of work and legislative action.

This position works under the guidance of the Director of Policy and Advocacy and is part of the Oregon Academy's public policy team.

- Serves as the key connection/conduit between the Academy Policy Initiatives and Advocacy and grassroots leaders on Academy public policy stances and processes at the federal level.
 - Proactively works to expand grassroots participation in *Action Alerts*.
 - Maintains compendium on Academy stances on issues and helps interpret their application in non-federal venues.
 - Advises affiliate to abide by Academy stances in state and local issues work.
- Makes appointments with the state's Senators in Oregon for affiliate members attending the Academy's Public Policy Workshop. Coordinates other appointments that affiliate members will make with House lawmakers.
- Manages the affiliate table(s) at the Academy's Public Policy Workshop
 - Leads grassroots training for members at the tables
 - Leads strategic discussions on Congressional meetings
 - Works with Legislative and Public Policy Committee and ANDPAC Board of Directors members at PPW to facilitate full participation and value accruing to attendees
- Advises affiliate president of scholarship availability and candidates
- Serves on the affiliate's Public Policy Panel in a substantive role and is the liaison to the Academy's staff on state issues work

Within the Oregon Academy:

- Serves as a non-voting board member.
- Attends monthly board calls and also policy team calls (as scheduled).
- Participates as a member of the Oregon Academy policy team.
- Completes an annual job description review and annual report.

Note:

Volunteers may not accept honorariums for work done as part of the Oregon Academy strategic plan and program of work.

Volunteers are required to sign a conflict of interest statement at the beginning of each year.