

## **PRESIDENT-ELECT**

The President-Elect is elected by the membership, serves for one (1) year, and automatically becomes President of the Oregon Academy the following year, and serves a one year term as Past-President.

## **QUALIFICATIONS**

- Member of the Oregon Academy of Nutrition in Dietetics in the Active or Retired category.
- Demonstrated leadership in the profession.
- Previous experience on the Oregon Academy Board (elected or appointed) for at least two (2) years.
- Able to meet time commitments for the position.

## **RESPONSIBILITIES**

- I. Serves as an advocate for Oregon Academy and the Academy.**
- II. Attends all Oregon Academy Executive Board and General Business meetings.**
  - A. If unable to attend, appoints a proxy.
  - B. Meets regularly with the Senior Leadership Team and Executive Director.
- III. Performs the functions of the office of President in the absence of the President.**
  - A. Familiar with the duties and responsibilities of the President and all other officers.
  - B. Acts as coordinator of programs and committees.
- IV. Presides at the Executive Board Transition Meeting/Board Training, as feasible.**
  - A. Provides leadership training and orientation to the Board of Directors.
  - B. Prepares for distribution the following:
    1. Annual Calendar
    2. Program of Work/Strategic Plan
- IV. Committees**
  - A. The President-Elect is a member of the following committees:
    1. Oregon Academy Annual Meeting Committee – program and budget supervision
    2. Finance Committee
    3. Policy and Procedure Committee
    4. Awards and Scholarship Committee
- V. Represents the Oregon Academy at meetings and activities**
  - A. Attends Academy affiliate training (if offered and budgeted), or participates in online affiliate training
  - B. Represents the Oregon Academy at meetings of allied groups when invited.
  - C. May attend student/intern award presentations when invited and when feasible.
  - D. Attends FNCE®, if budgeted
- VII. Communication**
  - A. Provide a board report prior to each executive board meeting.
  - B. Provide content for the Spring *Just a Taste* newsletter.
- VI. Planning**
  - A. The President-Elect is responsible for participating in planning meetings to include:
    1. Program of Work/Strategic Plan
    2. Annual Calendar
    3. Executive Board appointments
    4. Annual budget

- B. Prepares for transition to the role of President.
  - 1. Completes the incoming leadership checklist (working with the Oregon Academy Office).
  - 2. Ensures all incoming appointed board positions are filled and contact information is up-to-date.
  - 3. Ensures that a roster of all elected and appointed state and district officers and committee chairs to Academy Headquarters upon request (working with the Oregon Academy Office).
  - 4. Newsletter message for Spring issue of *Just a Taste* (in anticipation to board transition)