

## Position Description for an Affiliate Delegate and Professional Issues Delegate

**Delegate**  
with 3-year terms

**Affiliate  
delegate** elected  
by affiliate  
members

**Professional  
Issues Delegates**  
elected by ADA  
general  
membership

- Serves as a member of the HOD
- Performs functions as needed to assist in facilitating the work of the HOD

*Affiliate delegates only:*

- Serves as a member of, or is represented on, the governing board of the affiliate

*Professional Issues delegates only:*

- May be asked by a specific DPG to serve on the governing board of a DPG

- Participates in HOD meetings and formal electronic dialogues.
- Participates in electronic dialogues, deliberations and voting in the HOD Community of Interest.
- Recommends agenda items for HOD meetings.
- Participates in discussions, makes and votes on motions.
- Contributes to and participates in achieving goals for HOD, and HOD committees.
- Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns and interests of members.
- Maintains communication with HOD Leadership Team and responds to requests from Speaker and House committees.
- Maintains 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 ADA FNCE, affiliate and DPG meetings or designated teleconferences.
- Monitors the ADA budget and addresses issues via HOD representatives on Finance Committee.
- Accepts appointments for HOD committees, subcommittees and task forces and Tactical Workgroups and completes assigned tasks.
- Contributes to reports on activities.
- Monitors the functions of the HOD to ensure compliance with the Bylaws and policy and procedures.
- Participate in HOD activities to identify and prioritize trends in the profession.
- Assists in orientation of and transfer of information to new delegates to ensure continuity.
- *Professional Issues delegates only:*
- If requested by DPG leadership, participates in DPG board or executive committee meetings.
- Serves as a technical expert on area of practice, education and research for other delegates.
- Identify and propose to the HOD initiatives in dietetics research, education and practice.
- Select candidates for ADA/F Awards for Excellence in Practice as assigned. **PIDs should note that they are not eligible to be nominated for these awards during their term of office.**
- Participate in HOD and BOD committees and task forces as assigned.

Source: HOD Manual, 2008-2009.