

Affiliate President

Purpose of position:

Lead the affiliate board members in accomplishing the strategic plan for the year and monitoring the affiliate's fiscal health.

Length of service:

One (1) year term as president, three (3) year total, including serving as president-elect and past president.

Expected time commitment:

Typically 5-6 hours per month, with a slight increase in times during preparation for board meetings.

Position reports to: affiliate members

An ideal affiliate President will:

- Have experience in leading diverse group.
- Be a member of the American Dietetic Association in the Active, Retired or Life classification, and affiliate member.
- Have served as the President-elect the previous year.
- Have a passion for leading others and ability to delegate easily.
- Motivate others and gets and keeps them engaged.
- Is willing to roll up their sleeves and work beside others.
- Has a desire to make a difference in dietetics field.

Responsibilities:

Help recruit

- Work with the nominating committee to develop a matrix to see what skills, talents and perspectives are missing from the board.
- Keep potential board members informed and if possible, involved in the affiliate for when an opening is available.

Orient new Board members

- Along with the Executive Director and/or governance committee plan and lead the board orientation, held before the first board meeting. At the meeting, explain the history, current programs, pressing issues, goals, finances, bylaws, and organizational chart.
- Describe the committees and board member responsibilities and let them know they will be held accountable for their responsibilities.

Facilitate board meetings

- Draft the board agenda to cover all the board's business.
- Allocate a certain amount of time for each agenda item and hold the presenter to the time allocated.
- Keep meetings running efficiently, including starting and ending on time.
- Utilize a consent agenda for items not needing discussion.
- Ensure that every board member has the opportunity to participate in discussions. Prevent a member(s) from dominating the discussion.
- Help the board to think strategically, keeping the board focused on its mission, vision and long-term goals.
- Solicit feedback at meetings by asking for comments or giving a brief evaluation form at each meeting.

Facilitate communication

- Keep people focused and involved in between board meetings by using informal communications.
- Maintain good communications between and among board members and the management company.
- Encourage board members to utilize technology (e-mail, intranet site, board members web page) to stay in touch.
- Consider assigning a board mentor to new board members.
- Maintains communications with and responds to requests of the ADA Affiliate Management team.

Affiliates should customize details according to their expectations for the leader.

Engage Board members

- Get new board members involved early by using committees and task forces
- Discover their interests and availability and try to link board members with activities that will help them achieve their own goals, as well as those of the organization.
- Solicit open-ended feedback on activities they have found useful.

Recognize board members

- Recognize accomplishments of the board and individual board member accomplishments. Even recognize those not directly related to the board work.
- Thank board members on a regular basis. Do this promptly after appreciation is due.

Utilize the Strategic Plan

- Ensure board members are involved in the strategic planning process or review so that they feel that they have ownership.
- Identify a committee or task force responsible for drafting and monitoring the strategic plan.

Work with committees

- Appoint committee and task force chairs, in consultation with the nominating committee. Work with the Board of Directors so that each committee has one BOD member attend a committee meeting least once a year.
- Ensure that the committee has clear goals and objectives that are aligned with the strategic plan.

Monitor budget implementation

- Ensure the board receives appropriate financial reports so that this responsibility is not delegated only to the executive or finance committee.
- Ensure the board is fulfilling its financial oversight responsibility (monitor financial activity compared to the budget, appropriate internal controls, long term financial health, reserve funds, investment policy and strategy, appropriate audits.)

Conduct evaluations

- Ensure regular board evaluations occur to help you address weaknesses and keep the affiliate on track.
- Ensure that the board evaluates the Executive Director/Association Management Company annually or semiannually, if applicable. Include a review of specific goals and bring any issues to the full board.
- Make certain that every 2-3 years the board conducts a self assessment. Include committee structure, board composition, operations, and the board's overall effectiveness.

Reporting duties:

- Reports updates to board on key decisions.
- Provides messages from the president for newsletters and website updates.

Travel Requirements:

- Attendance at all in-person Board of Directors Meetings
- Attendance at one district meeting (minimum)
- Attendance at the annual meeting

Resources

- In person affiliate training
- Mentor relationship with immediate past president
- Affiliate Resource page (www.eatright.org/affiliate-resources)

Benefit for volunteering in this position:

- Opportunity to give back to your profession.
- Gain experience that can help your career.
- Networking opportunities that help build lasting relationships.

What presidents place in their resumes

- Led # person Board of Directors in execution of strategic plan and oversight of # person affiliate
- Oversaw a \$#.00 budget for a # person affiliate

Affiliates should customize details according to their expectations for the leader.

Leadership Advancement: Most presidents, after having served as immediate past president and looking to become further involved, serve as nominating committee chair or run for ADA office.

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