

## **Affiliate President-Elect**

### **Purpose of position:**

- Performs the functions of the office of president in the absence of the president.
- Works closely with the president to be able to transition smoothly into the role of president.

### **Length of service:**

One (1) year term as president-elect, ultimately serving three total years: president-elect, president and past president.

**Expected time commitment:** During the first six (6) months of office, the president-elect should expect to spend three (3) hours per month (not counting training programs.) During the last six (6) months, the president-elect should expect to spend four (4) to six (6) hours per month due to budgeting and strategic planning.

**Position reports to:** Affiliate president

### **An ideal President-Elect is:**

- Member of the American Dietetic Association in the Active, Retired or Life classification, and affiliate member.
- Experience on the Board of Directors (BOD) or on an appointed committee position to the BOD within the past five (5) years.
- Demonstrated leadership qualities and intimate knowledge of the profession.
- Able to represent interests of the membership in an unbiased manner.
- Motivates others and keeps them engaged.
- Maintains flexibility in working with other volunteers.
- Willing to assist someone else in their year as President.
- Interested in making a difference in dietetics field.

### **Responsibilities:**

- Appoints the chairperson and members of all special committees to serve during the President-Elect's term as President.
- Prepares Program of Work, budget and activities planning for President-Elect's term as President.
- Reviews Strategic Plan and works with BOD in preparing for updates and revisions.
- Attends and participates on monthly Board meetings via conference call.
- Plans orientation session for incoming Board members which occurs at April/May BOD meeting or during transition meeting in June.
- Attends district meetings, if possible, to exchange information.
- Reviews affiliate Award Nominee applications and forwards to the appropriate chair.
- Submits annual budget requests to the Treasurer with final approval by the BOD for the President-Elect's activities.
- Maintains communications with and responds to requests of the ADA Affiliate Management team.
- Coordinates BOD meeting and agenda with president.
- Contribute to the planning of the affiliate's annual meeting. This may include providing direction/feedback as needed to the Chair for the annual meeting committee.
- Prepare and update President-Elect's files for end of term of office. Provide files and orient incoming President-Elect as to duties of the office.
- Complete annual report (March).
- Performs other duties as directed by the ADA or the BOD.

### **Specific Duties**

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

Solicits suggestions from district presidents, delegates, incoming president-elect and current president in order to fill committee positions. Considers the following in making appointments:

- Membership status-active, retired, life.
- Experience and leadership.
- Active in district or state association.
- Amount of time available.
- BOD to represent entire state, all district associations and varied institutions.

In conjunction with Executive Director, if applicable, prepares appropriate materials for orientation session for new BOD members. Includes the following:

- BOD meeting rules, BOD member responsibilities.
- Parliamentary procedure.
- Organization of affiliate hierarchy.
- Voting privileges.
- Job descriptions.
- Program of Work.
- Fiscal responsibility.

**Travel Requirements:** Attendance at all Board Meetings and at the affiliate Annual Meeting

**Resources:**

- In person affiliate training
- Mentor relationship with President
- Affiliate Resource page ([www.eatright.org/affiliate-resources](http://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.
- Opportunity to learn what to do during your year as President.

**What president-elects place in their resumes:**

- Created and obtained board approval for a \$\$\$ budget for a #-member association
- Developed a # year strategic plan for a # member association

**Leadership Advancement:** Most president-elects looking to become further involved after their three (3) year term serve as nominating committee chair or run for ADA national office.

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