

## **Position Descriptions for WVAND Elected Offices**

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*Adapted from WVAND Operational Guidelines 2018*

The West Virginia Academy of Nutrition and Dietetics (WVAND) is organized and affiliated with The Academy of Nutrition & Dietetics (AND). WVAND is 501(c)(6) organization. The fiscal year is June 1 until May 31.

### **WVAND PRESIDENT/PRESIDENT-ELECT/IMMEDIATE PAST-PRESIDENT (3 Year Term):**

1. Serve one year as immediate past president in an advisory capacity.
2. Assume office at the beginning of the new Fiscal Year.
3. Preside over all meetings of WVAND including the annual business meeting of the Board and the annual Board workshop.
4. Be a voting member of the Board as a member of the Executive Committee.
5. Facilitate transition of new board members.
6. Appoint the Chair of special committees of the board, subject to the approval of the Board.
7. Prepare budget for the upcoming Fiscal year with treasurer for vote at 1<sup>st</sup> meeting of fiscal year.
8. Review and sign all submitted statements of expenses and contracts.
9. Serve as liaison between affiliate and national organization.
10. Represent the state association at meetings of allied groups when invited and if possible. Or, the president may appoint a representative.
11. Facilitate review of current strategic plan and development of a yearly board plan of action.
12. Maintain and update all governing documents for currency and submission to successor.
13. Prepare and distribute an agenda for each board meeting.
14. Determine a Calendar for the year, setting Board meetings.
15. Attend the AND Food and Nutrition Conference and Exhibition (FNCE). (Subject to budgetary approval and availability of the president). Audit the House of Delegates, if possible.
16. Ensure nominations for awards.
17. Review and recommend revisions in the WVAND Bylaws and the Board Policy and Procedures Document in relation to the office of President.
18. Review the Strategic Plan/Yearly Plan with the Chair of the Advisory Committee, Chair of Council on Professional Issues, and Committee Chairs. Will coordinate plans for the year and filing of reports.
19. Work with past president to prepare budget for 1<sup>st</sup> fiscal year board meeting.
20. As President-elect, appoint full Board including chairs and co-chairs by June 1 who will serve on the Board during their term as President.
21. As President-elect, serve as a voting member of the Finance Committee and the Advisory Committee
22. As President-elect, attend the AND Leadership Institute and/or affiliate leadership training as feasible.
23. As Immediate Past President, Chair Nominating Committee and facilitate WVAND election process.

### **WVAND SECRETARY (2 Year Term):**

1. Maintain copies of Board minutes and attendance for a minimum of the past five years and transfer prior records to historian.
2. Provide a copy of the Board minutes to the WVAND President to be included with meeting agendas.
3. Be responsible for communication of official board business.
4. Records election result in official minutes.

5. Utilize DMIS (Academy Member Database) to maintain official membership list.
6. Have custody of the corporate seal of WVAND and maintain records of incorporation.
7. Additional duties as assigned by President which may include parliamentarian.

**WVAND TREASURER (3 Year Term – 1 year as Treasurer-elect, 2 years as Treasurer):**

1. Have custody of all funds and securities of WVAND and keep full and accurate accounts of all receipts and disbursements in records belonging to WVAND. Deposit said funds in the name and to the credit of WVAND in such depositories as designated by the Board.
2. Pay all bills within thirty (30) days of receipt of request. All bills must be reviewed and approved by the President.
  - a. Make payment by check only upon presentation of request for reimbursement and receipt.
  - b. Reconcile checking account monthly. Keep a file of checking account statements, cancelled checks and check stubs for audit purposes.
3. Provide a copy of the financial status of WVAND to the President to be included with the agenda at all meetings.
4. Submit a budget for the office of Treasurer to the Finance Committee for consideration.
5. Serve as chair of the Finance committee.
6. Make an annual report at the annual business meeting of WVAND. The Treasurer's books will be audited before being passed to a new Treasurer. The auditor selected by the Finance Committee will verify the books of the Treasurer at the close of the term of office of Treasurer.
7. Call meeting(s) of the Finance Committee to:
  - a. Plan the yearly budget based on Budget requests and input from all Board members of WVAND.
  - b. Review the expenses of WVAND and make recommendations to the
  - c. Board on policies for future expenditures.
8. Notify each officer and committee chair of budgeted funds for their use, preferably at the spring meeting.
9. Receive tax notice from the Internal Revenue Service and the West Virginia State Tax Department annually and be responsible for submission as they become due.
10. Be responsible for updating WVAND's contact information with the West Virginia Secretary of State's office at the following website - <http://apps.sos.wv.gov/wvcorporations/verifylogon.asp>.
11. Recommend to the Finance Committee, when appropriate, that certain unrestricted funds be invested to the benefit of WVAND.
12. Maintain all records for Checking, Savings Accounts, Safe Deposit Box, U. S. Bonds, Incorporation copies, IRS forms and others necessary for the job of Treasurer.
13. Maintain all bank statements for a minimum of three (3) years, and all receipts and requests for reimbursement for a minimum of three (3) years, or until the Treasurer's books are audited.
14. Participate in the Board workshop to orient incoming Board members.
15. Update and maintain files submission to successor.
16. Review and recommend revisions in WVAND Bylaws and Board Policy and Procedure Document relative to the office of Treasurer.
17. Have any and all other powers and functions usually vested in the office of Treasurer.

**WVAND DELEGATE (3 Year Term):**

1. Has been a member of the Academy of Nutrition and Dietetics for at least three (3) consecutive years immediately preceding election to delegate.

2. Is elected by the members, serves for three (3) years and is a voting member of the Board. Assumes office at the beginning of the new Fiscal Year. This officer may be re-elected to a second three (3) year term.
3. Represents the WVAND membership at the AND House of Delegate meetings, reporting to the members regularly any pertinent AND matters.
4. Actively participates in the House of Delegate sessions through making motions, discussing and voting upon subjects brought before the House of Delegates, and acting as a resource person regarding current developments in all areas of WVAND activities and policies. Accepts appointments on committees.
5. Establishes and serves as a communication link between AND and the WVAND Board and membership.
6. Has a working knowledge of the Bylaws of the WVAND and the House of Delegates.
7. Disseminates to the WVAND Board and the WVAND email list all pertinent materials received from AND throughout the year. The Board, the district presidents and members should report to Delegate on specific matter(s) by date requested.
8. Provides a report to the Board and to the membership via email notification and/or the Bulletin/Newsletter at the next newsletter date.
9. Votes in accordance with the intent of the membership and/or the Board, representing the board membership base rather than special interests. The delegate will be prepared to discuss his/her voting record at the next Board meeting following the HOD meeting.
10. Refers resolutions submitted by WVAND members to the House of Delegates Resolutions Committee in accordance with the standing rules of the House.
11. Participates in Strategic Planning for WVAND.
12. Participates in the WVAND Board workshop to orient incoming officers.
13. Submits a budget for the Delegate to the Finance Committee for consideration.
14. Updates and maintains files of current issues. Provide files to incoming Delegate.
15. Reviews and recommends revisions in the WVAND Bylaws and Board Policy and Procedures Document relative to the Delegate.
16. Has any and all other powers and functions usually vested in the office of Delegate.
17. Additional duties as assigned by President.

**PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR/CHAIR-ELECT (2 Year Term):**

1. Be elected by the members of the West Virginia Dietetic Association, serve for one (1) year, and be a voting member of the WVAND Executive Board.
2. Serve as Professional Development Committee Chair for WVAND Annual meetings. Will automatically become a member of Professional Development Committee immediately upon election to PDC Chair-elect.
3. Will maintain a document of all WVAND meetings and guidelines for planning meetings. Will maintain a current file of speakers, potential speakers, potential exhibitors and any other information pertinent to meeting planning. This file will be passed to the CPI-Elect. The Professional Development Committee may be made up of the following members:
  - PDC Chair
  - PDC Chair-Elect
  - WVAND President-Elect
  - Commission on Dietetic Registration Liaison
  - Others, as deemed necessary by the President-elect and PDC.
4. Select possible location(s) for future Annual Meeting (usually done 1-2 years or more in advance of meeting) and receive Board approval to book the chosen site.
5. Determine date of conference, receiving Board approval, if necessary.

6. Submit an annual budget for Chair, Professional Development Committee to the Finance Committee.
4. Review and recommend revisions, as deemed necessary, in the WVAND Bylaws and the Executive Board Policy and Procedures Document relative to the Professional Development Committee and related positions.
7. Update and maintain files for currency and submission to successor.
8. Participate in the Board workshop to orient incoming Board members.
9. Provide final summary report of conference successes and challenges and recommendations for future conferences to Board of Directors, within two months of event end.
10. Additional duties as assigned by President.