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REVIEWED/REVISED: last full revision 11/08, individual revisions as designated on description, full review 5/16,10/20
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTIONS

BOARD OF DIRECTORS

Central Office
Parliamentarian
President
President Elect
Immediate Past President
Secretary/Treasurer
Chair/Co-Chair of Delegates
District President Representative
Public Policy Coordinator
Public Relations Coordinator
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Central Office

DESCRIPTION: The Association employs, under contract, the services of a management firm to provide a centralized office of operations in order to further the NYSAND Strategic Plan and activities. The manager of this firm is responsible for supervising and maintaining quality services from his/her facility and staff as they perform the operations, functions and services contracted by the Association.

Line of communication: All official contact with the management firm by the Association, its officers and committee chairs shall be through the President. All written contacts with the Association by the management firm will include a copy to the President.

Financial Matters: communication and direction on all financial matters is through the Association's Secretary/Treasurer.

REVIEWED/REVISED: 4/90, 2/91, 4/97, 2/98, 11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: Parliamentarian

TERM: One (1) year.
   Appointed by the President with approval of the BOD. Reappointment desirable for continuity.

A. RESPONSIBILITIES
   1. Ex-officio member of the Board of Directors of NYSAND
   3. Advises the President, and other members of the Board of Directors to insure that the meetings and activities of the Association and its officers function under the current Bylaws and procedures and rules of order
   4. Orients District President-Elects on rules of order and running productive meetings
   5. Member Communication
      a. Newsletter, news briefs – No assigned responsibility
      b. Website – no assigned responsibility

B. REQUIRED MEETINGS AND REPORTS
   1. Attends all Board of Directors and Coordinating Cabinet meetings as called by the President of NYSAND
   2. Attends District President-elects orientation

C. IMPORTANT TIMELINES
   Leadership meeting dates established by NYSAND President at the beginning of the program year

D. FINANCIAL
   Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity

VOTING PRIVILEGES – none

REVIEWED/REVISED: 11/91, 4/97, 11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: President

TERM: One (1) year.
Elected by the Membership.

A. RESPONSIBILITIES

1. Serves as Chief Executive Officer of the Association and Chair of the Board of Directors and Coordinating Cabinet of NYSAND.
2. Has general powers of supervision and active management usually vested in the office of the President, including contractual services.
   a. Evaluates performance review contracts with Central office
   b. Signs contracts for contracted services (Note: Central Office will request report from Contracted Services and will submit their report to President)
3. Leads association activities in the Strategic direction of the Association
   a. Implements Strategic Plan developed prior year as President Elect
   b. Appoints new committees and task force(s) as needed
   c. Reports Strategic Plan progress to members
4. Presides at all meetings of The Association
   a. Reports the activities of the Office of President at each BOD and CC meeting
   b. Ensures that all lawful orders and resolutions of the BOD are carried out and that the BOD duly considers all recommendations of the Coordinating Cabinet
   c. Informs the Coordinating Cabinet of all BOD deliberations
   d. BOD and Coordinating Cabinet Meetings
      (1) Calls all meetings
      (2) Coordinates mailing/emailing notices with Central Office
      (3) Requests Strategic Plan Updates from all Board and Coordinating Cabinet Chairs three (3) times a year prior to leadership meetings
      (4) Plans agendas
      (5) Arranges for leadership training for officers, district representatives, and NYSAND committees
   e. Annual Business Meeting:
      (1) Presides over the Official Annual Meeting of Members
      (2) Plans agenda & presents Association’s Strategic Plan Progress and Annual Report to the Membership
5. Serves as the official representative between NYSAND and the Academy of Nutrition and Dietetics
   a. Ensures that Delegates to the House of Delegates are duly elected
   b. Provides adequate time on the agendas of all BOD and Coordinating Cabinet meetings for reports/comments by the Delegates and Chair of Delegates
      (1) Provides adequate time for a report on the proceedings of the House of Delegates at the first BOD meeting after the Academy’s Annual Meeting
      (2) Provides time for reports to and requests for feedback from the Coordinating Cabinet
   c. May confer with the Speaker of the House of Delegates, Chair Delegates, and/or Academy’s Office Liaisons on matters pertaining to the state
   d. Represents NYSAND at any and all official meetings called by the President and/or President-Elect of the Academy
(1) Attends and contributes to meetings of state officers at the Academy’s Annual Meeting
(2) Audits the House of Delegates during the Academy’s FNCE Annual Meeting as training schedule permits
(3) Attends meetings of interest to state associations
   e. Responds to requests for reports and questions from the Academy, encourages other members of the NYSAND BOD and Coordinating Cabinet to act accordingly
6. In conjunction with central office, communicates with the districts of NYSAND through the District Presidents
   a. Requests District’s Strategic Plan prior to fall meeting
   b. Conducts periodic conference calls as needed
   c. Requests District Principle of Affiliation Agreement
   d. Requests District’s Annual Assessment and Report at end of Program year
7. Makes appointments with the approval of the BOD as needed during term of office.
   a. Finance Committee: see Finance Committee, appoints one (1) active member not on the BOD or CC; in alternate years when there is no Immediate Past Secretary/Treasurer, appoints (2) active members.
   b. A qualified member to fill the unexpired term of any and all vacancies of elected and appointed officers as per Bylaws
   c. A qualified person to replace any appointed or elected position unable to fulfill the duties of their position
8. Serves as advisor to all standing committees of the Coordinating Cabinet and task force(s) with the exception of the Nominating Committee
   a. Nominating committee: checks periodically for committee progress
   b. NYSAND Annual Meeting: advisor to the Annual Meeting Committee
      (1) Attends meeting and conference calls as needed
      (2) Is in frequent communication with the Chair of the Annual Meeting
      (3) Invites an Academy Representative to the NYSAND Annual Meeting six (6) months prior to the meeting
      (4) Invites 50-year members of the Academy to attend the NYSAND Annual Meeting
9. Assures continuity within the Association
   a. Sends copies of all correspondence to the President Elect and other appropriate persons
   b. Maintains files of the President
      (1) All current NYSAND and Academy of Nutrition and Dietetics Bylaws, policies, procedures and guidelines
      (2) Current correspondence
      (3) Forwards appropriate materials with historical relevance to the Archives/Central Office
   c. Transfers all files to the Incoming President
   d. Directs the outgoing BOD and CC Members to turn over all records to their incoming counterparts
   e. Sends “Welcome Letter” and invites incoming chairs and newly elected officers in conjunction with President-Elect to attend the Spring BOD/Coordinating Cabinet meeting. Arranges for fall leadership training for officers, district representatives, and NYSAND committees
10. Acts as the official representative for the New York State Dietetic Association or appoints an appropriate representative(s)
    a. NYS legislative arena, lobbying or testimony(s)
    b. Meetings of allied groups upon invitation
11. Membership Communication
    a. Newsletter: informs NYSAND members of Strategic Plan progress and activities by submitting a President’s column for each issue of the newsletter. President is a member of the proofing and editorial committee of the newsletter.
b. **Website**: responsible for current content:
   - (1) Submits 75 word bio and head shot to be posted at the beginning of each new term
   - (2) President’s Section
   - (3) Review monthly and update respective area content quarterly at a minimum to ensure that outdated material is removed

**B. REQUIRED MEETINGS AND REPORTS**
1. Chairs all Board and Coordinating Cabinet meetings and the Annual Meeting of the Members
2. Attends Academy mandatory trainings. Audits the HOD at FNCE meetings as training schedule permits. If unable to attend FNCE, assigns a substitute to representative NYSAND.

**C. IMPORTANT TIMELINES**
1. By June 1 – Write Welcome Address for Website
2. By XXX Dates– Write Presidents Column for NYSAND Newsletter/Membership Communication
3. By Sept 15, Dec 15 & April 15 Request District Strategic Plans, Strategic Plan and Task Force Updates From BOD Coordinating Cabinet
4. By May 1 District Assessment Report & Agreement -Requested from District Presidents
5. By Mid-April -Send “Welcome Letter” (in conjunction with President Elect) to newly elected Officers and Committee Chairs.
6. By Aug 1 - submit completed Principle of Affiliation” Report and “Affiliate Annual Report and Assessment” to the Academy
7. Monthly Review of Website Content related to positions in conjunction with Webmaster .
8. By May 31 Complete Contract Renewals (for example, Web Manager, Lobbyist, Central Office)

**D. FINANCIAL**
1. Has custody of all funds and securities of the Association of the Association in the absence of the Secretary/Treasurer
2. Is bonded at the expense of the Association
3. Approves and signs the checks to Central Office Management
4. Submits budget requests to the Secretary/Treasurer as requested.
5. Member of the Finance Committee
6. Submits vouchers for -budgeted expenses incurred, to Central Office, within 30 days of the activity

**VOTING PRIVILEGES** – No vote, Ex Officio member of the BOD, breaks a tie vote of the Board of Director

**REVIEWED/REVISED:** 10/78, 2/91, 4/97, 4/00, 9/00, 9/06, 11/08, 5/16, 8/17
NEW YORK STATE DIETETIC ASSOCIATION
Qualifications for Officers
Board of Directors

PRESIDENT-ELECT, PRESIDENT, IMMEDIATE PAST PRESIDENT

1. Is a member of the Academy of Nutrition and Dietetics in the Active classification or a member Retired from this classification residing and/or working in New York State.

2. Has demonstrated experience in the profession by active participation and leadership over a period of time in one or more of National, State and/or district association activities.

3. Thoroughly familiar with the activities and operations of NYSAND, Inc.

4. Has held an elected or an appointed position on the NYSAND Board of Directors and/or Coordinating Cabinet in the past five (5) years.

5. Demonstrates leadership qualities with experience in administration.

6. Is committed to team decision-making and implementation of Association goals and objectives.

7. Demonstrates objectivity in advising, counseling and working with association leaders including close supervision of the Central Office.

8. Personally able to make the time commitment demanded by the responsibility and activities of this office for three (3) consecutive years. Candidate should plan on time required for planning, correspondence, etc. as required in the job description and have agreement from one’s employer to allow time for the duties of the office as may be required. Candidate should plan on spending:

President-Elect: minimum of 15-18 days for meetings and travel
President: minimum of 12-15 days for meetings and travel
Immediate-Past: minimum of 8 days for meetings and travel
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: President - Elect

TERM: One (1) year.
Elected Position by the Members

A. RESPONSIBILITIES
1. Member of Board of Directors and attends all meetings as called by the President
2. Performs the functions of the office of President in the absence of the President
3. Becomes familiar with
   a. NYSAND Bylaws and NYSAND policies and procedures
   b. Functions of the President and all other elected officers
   c. Functions of each Committee Chair
4. Schedules visits to NYSAND districts to promote the understanding of State and National issues at the invitation of the District Board of Directors
   a. Notifies the district Board of Directors of availability
   b. May be a guest to a board meeting and/or give a presentation to a district membership meeting
   c. Schedule visits, at a minimum, to at least half the districts
5. Appoints the standing committee chairs to serve the during the President-Elect’s term as President
   a. Determines committee representation on the Coordinating Cabinet and Supporting Positions based on Strategic Plan
   b. Confers with the President to ensure the appropriate candidates are selected
   c. Shares with Board of Directors by the March BOD Meeting
   d. Sends “Welcome Letter” and invites incoming chairs to attend the Spring BOD/Coordinating Cabinet meeting.
6. Serves as a member of the following committees:
   a. Bylaws /Handbook Committee
   b. Finance Committee
7. Develops the Strategic Plan for the President-Elect’s term as President. Seeks approval by the Board of Directors by the March BOD Meeting
8. Prepares and distributes a calendar for the President-Elect’s term as President of NYSAND; this calendar includes:
   a. Dates of all NYSAND and Academy meetings
   b. Dates NYSAND and Academy reports are due
   c. Dates of activities (such as legislative and PR events, etc)
   d. Website and Newsletter deadlines
   e. Scholarship & Awards application deadlines
   f. Other pertinent information, as needed
9. Coordinates District President-Elect Training and Orientation from members of the NYSAND BOD (for example to review Awards Application; Parliamentary procedure, role of Delegates, etc)
10. Maintains files to be transferred to the incoming President-Elect
    a. All current NYSAND and Academy policies, procedures, guidelines and bylaws.
    b. Current correspondence
11. Sends copies of all correspondence to the President
12. Plans and coordinates with Central Office Fall Leadership meeting for year as President
13. Membership Communication:
   a. Newslette_ assists with editorial committee
   b. Website – responsible for current content:
      (1) Submits 75 word bio and head shot to be posted at the beginning of each new term
      (2) Communicate with District Presidents about updating their district information on website
      (3) Review and update respective area content quarterly at a minimum to ensure that outdated material is removed

B. REQUIRED MEETINGS AND REPORTS
   1. Attends all Board of Director’s and Coordinating Cabinet meetings as called by the President of NYSAND
   2. NYSAND District Visits
   3. Planning documents for coming year as President
      a. Strategic Plan
      b. Annual Calendar of activities, events and deadlines
   4. Complete and submit the Academy’s “Principle of Affiliation” Report and “Affiliate Annual Report and Assessment” to the Academy by Aug 1st

C. IMPORTANT TIMELINES
   1. BY September 1 identify Leadership Meeting date and location that will be conducted your year as President
   2. By March - present proposed Committee Chair appointments.
   3. By March complete Strategic Plan and present to BOD
   4. By Mid-April - send “Welcome Letter” to newly elected Officers and Committee Chairs.
   5. By May 1 - distributes Calendar
   6. By Aug 1 - submit completed Principle of Affiliation” Report and “Affiliate Annual Report and Assessment” to the Academy
   7. Quarterly Review of Website Content related to position including bio/photo: (June: Sept; Dec: March)

D. FINANCIAL
   1. Submits a proposed budget for this office to the Secretary/Treasurer prior to meeting of the Finance Committee when they meet for the purpose of preparing a budget for the coming year
   2. Requests approval of proposed activities, not budgeted, to the President in advance
   3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity

VOTING PRIVILEGES – one vote on the Board of Directors

REVIEWED/ REVISED: 10/78, 2/91, 4/97, 2/98, 3/99, 6/06, 11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Immediate Past President

TERM: One (1) year.
Elected by the members.

A. RESPONSIBILITIES
1. Serves as a member of the Board of Directors and attends all meetings as called by the President
2. Serves as Chair of the Awards Committee and solicits/processes applications for Academy and NYSAND Awards, and any other award (except ANDF scholarship) where NYSAND selects the recipient or submits nominations; notifies applicants of the selection results, when appropriate
3. Solicits and processes nominations from NYSAND for Academy ballot positions; files appropriate forms with the Academy after taking consensus of the Board of Directors. Drafts the NYSAND formal letters of support for the President’s signature
4. Serves ex-officio on the Nominating Committee and appoints the Chair from one of the members of the committee
5. Provides guidance as requested by the President
6. Participates in any committee meeting as requested by the President
7. Presents awards at the NYSAND Annual Meeting, and recognize 50 Year members
8. Participates annually in the evaluation of Central Office’s performance
9. Maintains the files of the Immediate Past President, to be transferred to the incoming Immediate Past President
10. In conjunction with the President, submits the proposed budget for this office to the Treasurer prior to the meeting of the Finance Committee when they meet for the purpose of preparing a budget for the coming year
11. Submits reports as requested by the President

12. Member Communication
   a. Newsletter, news briefs
      (1) At the beginning of the term write Farewell President Address
      (2) Provides list of winners of awards and 50 year members for the Newsletter
   b. Website – responsible for current content:
      (1) Submits 75 word bio and head shot to be posted at the beginning of each new term
      (2) Section Academy and NYSAND Award Applications; Update and Post Award winners
      (3) Review and update respective area content quarterly at a minimum to ensure that outdated material is removed

B. REQUIRED MEETINGS AND REPORTS
   Attends all Coordinating Cabinet meetings as called by the President of NYSAND.

C. IMPORTANT TIMELINES
1. By August 1 or as requested by Newsletter Editor write President Farewell Address
2. By August/September form Awards committee, and refer to Handbook for Awards Committee procedures and timelines
3. By April notify Award winners, NYSAND BOD, NYSAND Newsletter Chair, and NYSAND Annual Meeting Chair; and prepare presentation for Awards Ceremony at Annual Meeting
4. By June 1, update website with new award winners

D. FINANCIAL
   1. Submits budget request to the Secretary/Treasurer as requested
   2. Requests approval of proposed activities, not budgeted, to the President in advance
   3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity

VOTING PRIVILEGES – one vote on the Board of Directors

REVIEWED/REVISED: 10/78, 6/85, 2/91, 4/97, 2/98, 11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

POSITION DESCRIPTION

TITLE: Secretary/Treasurer

TERM: Two (2) years. Elected by the Membership

E. RESPONSIBILITIES

1. Member of the Board of Directors.
2. Serves as Chief Financial Officer of the Association and Chair of the Finance Committee (see Finance Committee) and oversees the work of a designated Bookkeeper.
3. Makes recommendations to the Board of Directors for all changes in policies related to reimbursement and the financial management of the Association.
4. Retains custody of all funds and securities of the Association.
5. Reviews Association accounts in appropriate banks. The choice of banking facilities and services is left to the discretion of the Secretary/Treasurer. Consideration should be given to establishing interest-bearing accounts.
6. Reviews
   a. A money market checking account for current business.
   b. A scholarship fund account (restricted use).
   c. A reserve account, which maintains at least 50% of the current operating expenses. The interest from this account may be transferred to the operating account as designated by the Finance Committee.
   d. Directs Central Office to transfer between accounts to cover expenses in the current budget.
7. Administers existing Association policies related to reimbursement.
8. Reviews and presents (prepared by Central Office) the following written reports:
   a. Statements for all accounts maintained.
   b. Revenue and expense statements for all Board of Directors Meetings.
   c. An annual report reviewed yearly by a public accountant at the Board of Directors Meeting (February).
   d. Annual IRS 990 report due 4 ½ months after the end of the fiscal year.
   e. An annual report to be presented to the membership at the Annual Business Meeting.
9. Submits a proposed budget for the office prior to the meeting of the Finance Committee for the purpose of preparing a budget for the coming year.
10. Receives a financial report from the Annual Meeting Planner within two (2) months following the meeting (July).
11. Approves monthly bills as paid by Central Office.
12. Coordinates election reporting.
   a. Files the report of election results (including numerical counts) received from Central Office.
   b. Notifies all candidates on the ballot of the outcome of the election.
   c. Presents the election results (without numerical information) to the membership at the Annual Business Meeting.
13. Directs Central Office to notify all members of the Annual Business Meeting or any other special membership meeting called by the President as specified in the Bylaws.
14. **Member Communication**  
   a. **Newsletter**, news briefs: No assigned responsibility  
   b. **Website** – No assigned responsibility. Submits 75 word bio and head shot to be posted at the beginning of each new term.

**F. REQUIRED MEETINGS AND REPORTS**  
1. Attends all Board and Coordinating Cabinet meetings as called by the President of NYSAND.  
2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.

**G. IMPORTANT TIMELINES**  
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.  
2. February: Review annual financial report prepared by a public accountant.  
3. Spring: Coordinate the development of the proposed budget by the Finance Committee.  
4. May/June: submit proposed budget to the BOD for approval.  
6. Mid October: oversees the submission of IRS 990 form.  
7. Quarterly review of all bank accounts for tracking of interest income and deposits/withdrawals.

**H. FINANCIAL**  
1. Submits received budget requests including the Secretary/Treasurer line items to the Finance Committee.  
2. Requests approval of proposed activities, not budgeted, to the President in advance for BOD approval.  
3. Submits reimbursement vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

**VOTING PRIVILEGES** – One vote on the Board of Directors

**REVIEWED/ REVISED**: 11/08, 5/16, 8/17, 5/20
NEW YORK STATE DIETETIC ASSOCIATION

Qualifications for Officers

Board of Directors

SECRETARY/ TREASURER

1. Is a member of the Academy of Nutrition and Dietetics in the Active classification or a member Retired from this classification residing and/or working in New York State.

2. Active in District and/or State Association activities.

3. Must have experience in budgeting, and fiscal management.

4. Must be willing to be bonded (at the expense of the Association).

5. Has ability to direct the recording minutes of the Association clearly and concisely with access to facilities necessary to carrying out the activities of this office.

6. Is committed to team decision-making and implementation of Association goals and objectives.

7. Personally able to make the time commitment demanded by this office for two (2) consecutive years. Candidate will need to plan on a minimum of 8-10 days per year for meetings and travel in addition to the time required to approve reimbursement vouchers, keep records, plan budget, etc. as required in the job description.
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Chair/Co-Chair of Delegates

TERM: One (1) year.

A Chair and Co-chair of Delegates will be selected by delegate consensus, as identified by a rotating schedule, and will serve on the Board of Directors upon annual BOD approval.

A. RESPONSIBILITIES
1. Member of the House of Delegates of the Academy of Nutrition and Dietetics. Please refer to the AND Delegate’s Handbook for responsibilities of this position
2. Coordinates the activities of all NYSAND Delegates
3. Communicates Academy initiatives to NYSAND members, communicates NYSAND issues and feedback to AND HOD
4. **Member Communication**
   a. **Newsletter**, news briefs: Delegates report/information to the members
   b. **Website**
      (1) Submits 75 word bio and head shot to be posted at the beginning of each new term
      (2) Responsible for current content of sections assigned to Delegates
      (3) Review monthly and update respective area content quarterly at a minimum to ensure that outdated material is removed

B. REQUIRED MEETINGS AND REPORTS
1. Attends all NYSAND BOD meetings as called by the President of NYSAND
2. Submits reports as requested by the NYSAND President according to the calendar. As Chair, requests reports from all Delegates according to the calendar
3. Presents a Delegate report at the NYSAND Annual Business Meeting
4. Ensures that Delegate Report/information is submitted to the Newsletters and Website in a timely manner
5. Provides a list of newly elected/re-elected/appointed delegates to the Academy as requested, and notifies the Academy of any changes
6. Sends a report to fellow Delegates following each BOD meeting summarizing discussions/action steps and outcomes of the BOD meeting

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year
2. Quarterly review of Website content related to position including bio/photo (June; September; December; March)
3. AND HOD timelines for Fall and Spring meetings

D. FINANCIAL
1. Submits a proposed budget for this office to the Secretary/Treasurer prior to the meeting of the Finance Committee
2. Requests approval of proposed activities, not budgeted, to the President in advance
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity
VOTING PRIVILEGES –
One vote per Chair and Co-Chair on the Board of Directors/Coordinating Cabinet

On a rotating basis, the 2 Regional Delegates listed below will sit on the NYSAND BOD and have full voting privileges. The remaining 2 Regional Delegates will participate on the NYSAND Coordinating Cabinet.

Cycle 1 – Region 1 Delegate (Chair of Delegates) and Region 3 Delegate
Cycle 2 - Region 3 Delegate (Chair of Delegates) and Region 2 Delegate
Cycle 3 - Region 2 Delegate (Chair of Delegates) and Region 4 Delegate
Cycle 4 – Region 1 Delegate (Chair of Delegates) and Region 3 Delegate
Cycle 5 – Region 3 Delegate (Chair of Delegates) and Region 4 Delegate
Cycle 6 - Region 4 Delegate (Chair of Delegates) and Region 2 Delegate

REVIEWED/REVISED: 10/78, 3/90, 2/91, 4/97, 3/99, 12/01, 5/02, 11/08, 1/16, 5/17
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: District President Representative

TERM: One (1) year.
Appointed by the President with approval of the BOD.

A. RESPONSIBILITIES
1. Member of the Board of Directors of NYSAND,
   a. Selected on a rotating schedule based alphabetically on district name:
      CNYDA, GDA, GNYDA, HVDA, LIDA, MHDA, MRDA, STAND, WRDA, WNYDA
   b. Assures that a substitute is identified if unable to attend scheduled leadership meetings.
2. Interacts with District Presidents to identify issues important to the membership and communicates them to the BOD.
3. Informs District Presidents about Association initiatives and programs that will impact them.
4. **Member Communication**
   a. **Newsletter** – no requirement
   b. **Website** – submits a 75 word bio and head shot to be posted at the beginning of each new term.

B. REQUIRED MEETINGS AND REPORTS
1. Board of Director Meetings: as called by the President of NYSAND.
2. Strategic Plan Progress Report: submits to the President for the Fall and Spring meetings or as requested by the President.

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Quarterly review of Website content related to position.

D. FINANCIAL
1. Submits budget request to the Secretary/Treasurer as requested.
2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – one vote on the Board of Directors

REVIEWED/REVISED: 11/08, 5/16
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: Public Policy Coordinator (PPC)

TERM: three (1) years
Confirmed annually by the President with approval of the BOD. May be reappointed for a second consecutive 3 year term.

A. RESPONSIBILITIES
1. Member of the Board of Directors of NYSAND.
2. Chair of the Public Policy Panel on the Coordinating Cabinet.

Academy of Nutrition and Dietetics Guidelines
1. Serves as key connection/conduit between the Academy Policy Initiative and Advocacy staff (PIA) and grassroots leaders on Academy public policy stances and processes.
2. Supports Academy requests for action on federal legislative issues. Maintains communication with the Academy Division of Government Affairs.
3. Public Policy Workshop (PPW): Manages affiliate tables; leads training at the tables. Oversees or manages lobbying appointments on Capital Hill.
4. Advises NYSAND President of scholarship availability and candidates.

NYSAND Responsibilities
1. Serves as the Chair of the Public Policy Panel – consists of the PPC, State Policy Representative (SPR), NYSAND President, NYSAND Lobbyist, Reimbursement Representative, State Regulatory Specialist, Consumer Protection Coordinator, Student Public Policy Coordinator (SPPC), and delegates.
2. In conjunction with the Public Policy Panel,
   a. Updates the NYSAND Legislative Platform, consistent with Academy platform and the NYSAND strategic plan for BOD approval.
   b. Plans an annual letter-writing campaign for the NYSAND Annual Meeting if appropriate.
   c. Plans annual NYSAND legislative activities as appropriate.
3. Provides information, direction and support to the NYSAND lobbyist.
4. Coordinates development of testimony for legislative public hearings. Identifies NYSAND experts to assist development and presentation of testimony.
5. Communicate regularly with district PPC’s regarding legislative and public policy issues and activities.
6. NYSAND Public Policy Workshop – as appropriate
   a. Member education of legislative process
   b. Stimulation of member participation in legislative affairs
   c. Appointments with legislators
   d. Lobbying event
7. Member Education:
   a. Annual training sessions for incoming members (district PPC’s, district Reimbursement Representatives).
   b. NYSAND member training at NYSAND Public Policy Workshop if held
8. Maintains the NYSAND federal and state grassroots network.
9. Recommends nominees for the NYSAND and Academy legislative awards.
10. Membership Communication
   a. **Newsletter**, news briefs - Writes legislative articles for NYSAND newsletter, news briefs
   b. **Website** –
      1) Responsible for current content of assigned sections
      2) Review content monthly and update respective area content quarterly at a minimum to ensure that outdated material is removed

B. REQUIRED MEETINGS AND REPORTS
   1. Attends all Board of Directors and Coordinating Cabinet meetings as called by the President of NYSAND.
   2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.
   3. Calls meetings or conference calls of the Public Policy Panel as needed.

C. IMPORTANT TIMELINES
   1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   2. Quarterly review of Website content related to position.

D. FINANCIAL
   1. Submits budget request to the Secretary/Treasurer as requested.
   2. Requests approval of proposed activities, not budgeted, to the President in advance.
   3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – One vote on the Board of Directors

**PUBLIC POLICY PANEL**
- Public Policy Coordinator (PPC)
- State Policy Representative (SPR)
- State Regulatory Specialist (SRS)
- Consumer Protection Coordinator (CPC)
- Reimbursement Representative
- Student Public Policy Coordinator (SPPC)
- Delegates

REVIEWED/ REVISED: 11/08, 6/14, 4/16, 6/18
NEW YORK STATE DIETETIC ASSOCIATION
Qualifications for Appointed Board of Director’s Position

PUBLIC POLICY COORDINATOR

1. Is a member of the Academy of Nutrition and Dietetics in the Active classification or a member Retired from this classification residing and/or working in New York State.

2. Has demonstrated knowledge, skill and interest in legislative activities (state and/or Federal) with recent participation in this arena.

3. Must be able to adequately represent our interests, provide direction to the Association Lobbyist, and stimulate member participation in legislative activities.

4. Is committed to team decision-making and implementation of Association goals and objectives.

5. Personally able to make the time commitments required by this office. Candidate will need to plan on:
   a. Three (3) consecutive years as Public Policy Coordinator.
   b. Minimum of 8-10 days per year for meetings and travel
   c. Two (2) hours per month for webinars from the Academy, grassroots lobbying committee and NYSDAN’s district public policy conference calls.
   d. Sufficient time required to develop legislative platform, plan annual NYSAND Legislative workshop, chair assigned committees, etc. as required in the position description.

6. Meetings and travel:
   a. NYSAND Fall Meeting (2 days)
   b. NYSAND BOD Meeting (1 day)
   c. NYSAND AME Meeting (2 days)
   d. RDN Day – Albany (1 day)
   e. Lobbying – Albany (1 day)
   f. PPW (4-5 days)
   g. FNCE – strongly encouraged (4 days)
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Public Relations Coordinator

TERM: One (1) year
Appointed to the Board of Directors by the President with approval of the BOD. Reappointment desirable for continuity.

A. RESPONSIBILITIES
1. Member of the Board of Directors of NYSAND.
2. Coordinates all public relations activities within the state.
3. Serves as the Chair of the Public Relations Panel consisting of the District Public Relations Representatives, Media Spokespeople, Social Media Manager and other committees as dictated by the Strategic Plan.
   a. Communicates with and provides guidance to members of the Panel.
   b. Assembles and distributes a media kit for each district.
   c. With Panel
      (1) Develops and implements an annual action plan.
      (2) Initiates National Nutrition Month activities.
   d. Requests written reports relating district activities including National Nutrition Month.
4. Provides for the selection, training and evaluation of State Media Spokespeople according to Academy and NYSAND guidelines.
   a. Reviews quarterly activity reports submitted by the Media Spokespeople and distributes this information to the BOD and Coordinating Cabinet as appropriate.
   b. Evaluates annually the Media Spokespersons' performance. Recommends one-year extensions as appropriate.
   c. Develops staggered rotations.
5. Member Communication
   a. Newsletter, news briefs –
      (1) Submits articles relating to state PR activities.
      (2) Requests written articles from the PR Panel.
   b. Website –
      (1) Submits 75 word bio and head shot to be posted at the beginning of each new term.
      (2) Ensures that Media Spokespersons submit their bio and head shot for the website.
      (3) Assigned section responsibility for current information related to position.
      (4) Review monthly and update respective area content quarterly at a minimum to ensure that outdated material is removed.

B. REQUIRED MEETINGS AND REPORTS
1. Attends all BOD and Coordinating Cabinet meetings as called by the President of NYSAND.
2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Quarterly review of Website content related to position.

D. FINANCIAL
1. Submits budget request to the Secretary/Treasurer as requested.
2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – One vote on the Board of Directors

REVIEWED/REVISED: 11/08, 5/16
NEW YORK STATE DIETETIC ASSOCIATION
Qualifications for Appointed Board of Director’s Position

PUBLIC RELATIONS COORDINATOR

1. Is a member of the Academy of Nutrition and Dietetics in the Active classification or a member Retired from this classification residing and/or working in New York State.

2. Active in District and/or State Association activities.

3. Has demonstrated knowledge and skill in public relations with recent participation in this area of activity.

4. Must be able to provide leadership in promoting dietetic professionals as the experts in food and nutrition and medical nutrition therapy.

5. Is committed to team decision-making and implementation of Association goals and objectives.

6. Personally able to make the time commitment required by this office for one (1) or more consecutive years. Candidate will need to plan on a minimum of 8 days per year for meetings and travel in addition to the time required to chair assigned committees, oversee State Media Spokespeople, etc. as required in the job description.
NEW YORK STATE DIETETIC ASSOCIATION, INC
POSITION DESCRIPTION

COORDINATING CABINET

Delegates to the Academy of Nutrition and Dietetics
Annual Meeting
State Development
Bylaws Handbook Chair
Communications Panel
Member Liaison Panel
Public Policy Panel
District Representation
Task Force Chairs
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: Delegate to the Academy of Nutrition and Dietetics

TERM: three (3) years, elected.
May be elected to two successive terms. -Candidates for Delegates will be selected according to geographic regions. Candidates must be a member of (one of) the district association(s) he/she shall represent if elected.

Region 1  Genesee Dietetic Association, Western New York Dietetic Association, Southern Tier Dietetic Association
Region 2  Greater New York Dietetic Association, Long Island Dietetic Association
Region 3  Hudson Valley Dietetic Association, Mid-Hudson Dietetic Association, Westchester Rockland Dietetic Association,
Region 4  Central New York Dietetic Association, Mohawk Regional Dietetic Association

A. RESPONSIBILITIES
1. The role of the Delegate is to define and respond to the needs of the members by creating and participating in activities that result in an effective House of Delegates (HOD), NYSAND Coordinating Cabinet /BOD and District operations
2. Member of the Coordinating Cabinet of NYSAND,
3. On a rotating basis, the 2 Regional Delegates listed below will sit on the NYSAND BOD and have full voting privileges. The remaining 2 Regional Delegates will participate on the NYSAND Coordinating Cabinet and may audit the Board of Directors Meetings
4. Interacts with members to identify issues important to the membership
5. Identifies professional issues affecting dietetic practice
6. Participates in the dialog and deliberations to provide direction on member and professional issues
7. Active in the public policy arena and is a resource for members
   a. Federal public policy: updates received from the Academy
   b. State public policy: participates on NYSAND Public Policy Panel calls
8.Communicates member and professional issues to the Association Leadership at State and National levels
9. Contributes to trend identification and strategic planning at the State and National levels
10. Informs members about Association initiatives and programs
11. Provides support, communication and recommendations to district officials and members pertinent to their needs
12. Maintains communication with the Chair of Delegates, and responds to requests from Chair
13. Participates in Delegate/member activity at NYSAND meetings
14. Participates in transfer of information to newly elected Delegates to ensure continuity
15. **Member Communication**
   a. **Newsletter**, news briefs: As assigned the Chair of Delegates, report/information to the members
   b. **Website**
      (1) Submits 75 word bio and head shot to be posted at the beginning of each new term.
      (2) Responsible for current content of sections assigned to Delegates
(3) Review monthly and update respective area content quarterly at a minimum to ensure that outdated material is removed.

B. REQUIRED MEETINGS AND REPORTS
1. Serves as a member of NYSAND Coordinating Cabinet and attends NYSAND meetings as called by the President of NYSAND.
2. Submits reports as requested by the Chair of Delegates according to the calendar.
3. When unable to participate in scheduled meetings/conference call or when an instance of conflict of interest exists, recommends an alternate to the Chair of Delegates as soon as possible. Ensures that alternate information is shared with the alternate.

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. AND HOD timelines for Fall and Spring meetings.

D. FINANCIAL
1. Submits vouchers for budgeted expenses incurred to Central Office, within 30 days of the activity.
2. Reimbursement:
   a. National – Lodging and meals are paid by NYSAND per current policy and rates.
   b. State – Travel to meetings via the most economical method is reimbursed. The Treasurer/Secretary will identify who is approved for air travel, lodging and meals.
   c. District – Travel to district meetings is funded on a per mile cost, plus tolls. If an overnight stay is necessary, it is the responsibility of the host district to reimburse your expenses.

VOTING PRIVILEGES –
One vote per Chair and Co-Chair on the Board of Directors/Coordinating Cabinet.

On a rotating basis, the 2 Regional Delegates listed below will sit on the NYSAND BOD and have full voting privileges. The remaining 2 Regional Delegates will participate on the NYSAND Coordinating Cabinet.

- Cycle 1 – Region 1 Delegate (Chair of Delegates) and Region 3 Delegate
- Cycle 2 - Region 3 Delegate (Chair of Delegates) and Region 2 Delegate
- Cycle 3 - Region 2 Delegate (Chair of Delegates) and Region 4 Delegate
- Cycle 4 – Region 1 Delegate (Chair of Delegates) and Region 3 Delegate
- Cycle 5 – Region 3 Delegate (Chair of Delegates) and Region 4 Delegate
- Cycle 6 - Region 4 Delegate (Chair of Delegates) and Region 2 Delegate

REVIEWED/REVISED: 10/78, 3/90, 2/91, 4/97, 3/99, 12/01, 5/02, 11/08, 1/16, 1/17, 5/17, 9/17
NEW YORK STATE DIETETIC ASSOCIATION

Qualifications for Delegate

1. Must have been a member of the Academy of Nutrition and Dietetics in the Active classification, or a member Retired from this classification, for at least three (3) consecutive years preceding the term as Delegate.

2. Must be a participating member of NYSAND belonging to (one of) the District(s) he/she represents during the term of office as Delegate.

3. Has demonstrated experience in the profession by active participation and leadership over a period of time in one or more of National, State and/or District Association activities.

4. Has held elected or appointed office on the NYSAND Board of Directors and/or Coordinating Cabinet in the past five (5) years. At the discretion of the Nominating Committee, an individual whose State leadership experience goes beyond the past five year requirement may be selected if they are a strong candidate in all other areas.

5. Shall be an effective communicator and able to represent all state members equally and in an unbiased manner.

6. Is committed to team decision-making and implementation of Association goals and objectives.

7. Must be willing to accept House of Delegates committee assignments.

8. A Delegate needs to have the willingness of his employer to allow time for the duties of the office as may be required.

9. Personally able to make the time commitment demanded by the responsibilities and activities of this office for three (3) consecutive years. Candidates should plan on:
   • minimum of three (3) to five (5) days per year for House of Delegate meetings and travel, plus a
   • minimum of five (5) to eight (8) days per year for NYSAND meetings and travel in addition to the time required for correspondence, meeting/issue preparation, travel and activities in assigned district(s) which may not be geographically located near own home, etc. as required in the job description.

   If appointed Chair of Delegates, candidate should plan on additional time needed for advanced meeting preparation, coordination of delegation activities, added communications and report summarization, etc. as required in the job description.
Annual Meeting Under Development
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: State Development Chair

TERM: One (1) year. Reappointment desirable for continuity. Appointed by the President with approval of the BOD.

A. RESPONSIBILITIES

1. Member of the Coordinating Cabinet of NYSAND.
2. Acts as ANDF (Academy of Nutrition and Dietetics Foundation) Chair.
3. Serves as a member of the NYSAND Finance Committee.
4. Promotes awareness of and coordinates all NYSAND Fund Raising for:
   a. NYSAND Scholarships
   b. NYSAND Foundation (which impacts ANDF)
5. In conjunction with the NYSAND PAC, promotes awareness of PAC fundraising activities.
6. Coordinates with Districts to conduct fundraising activities.
7. Attends the ANDF meeting at the annual FNCE meeting.
8. Participates in all ANDF activities, i.e. phone conferences and campaigns.
9. Participates in the President Elect training in regards to fundraising.
10. Conducts a major fundraising event at the NYSAND Annual Meeting.

   11. Member Communication
       a. Newsletter or news briefs: informs NYSAND members of campaigns and events through this source. Submits listing of Academy scholarship award winners as they become available.
       b. Website – No Assignment.

B. REQUIRED MEETINGS AND REPORTS

1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.
3. Finance committee meetings

C. IMPORTANT TIMELINES

Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.

D. FINANCIAL

1. Submits budget request to the Secretary/Treasurer as requested.
2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – All votes are used for information only.

REVIEWED/REVISED: 11/91, 4/97, 2/98, 11/08, 8/16
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: Bylaws/Handbook Chair

TERM: One (1) year.
Appointed by the President with approval of the BOD. Reappointment desirable for continuity.

A. RESPONSIBILITIES

1. Member of the Coordinating Cabinet of NYSAND.
2. Chair of the Bylaws/Handbook Committee – President-Elect, a delegate and three (3) other active members familiar with the organization and functions of the Association.
3. Familiar with current state and national bylaws.
4. Advises the Board of Directors and Coordinating Cabinet on all matters pertaining to the Association’s Bylaws and Handbook.

6. BYLAWS
   a. Amended as specified in the Bylaws of the Association
   b. Approved by affirmative vote of two thirds of the voting members of the Coordinating Cabinet. 
      Process (with the Committee)
   c. Receives, reviews, and recommends amendments to the BOD and Coordinating Cabinet
   d. Solicits comments from the BOD, Coordinating Cabinet
   e. Submits (and resubmits as needed) Bylaws’ amendment(s) or total revisions to the Academy for review with approval from NYSAND BOD
   f. Submits written notice of the proposed amended/revised Bylaws to the membership in the Newsletter and on the Website after review by the Academy (when possible) not fewer than 30 days before a vote on the proposed amendments; solicits comments from the membership.
   g. Submits revised or amended Bylaws to the Coordinating Cabinet for approval.

7. HANDBOOK
   a. Posted on the Website; hardcopy available to BOD or Coordinating Cabinet members upon request.
   b. Reflects current bylaws
   c. Updated with approved Association Bylaws amendments
   d. Updated regularly to reflect BOD approval of new/revised policies, procedures and Position Descriptions
   e. Updated annually or as needed with current position description in conjunction with officers or committee chairs upon request.
   f. Changes submitted to BOD for review

8. NYSAND affiliated District Dietetic Association bylaws:
   a. Communicates to the Districts, NYSAND’s policy and procedure for submitting amended and revised bylaws for review – (President Elect Training session).
   b. Reviews amendment proposals to ensure that they are consistent with Academy and State Bylaws and NYSAND policy.
   c. Maintains files with current approved bylaws of affiliated Districts.
9. **Member Communication**
   a. **Newsletter**, news briefs – notification to members of bylaws changes
   b. **Website**
      (1) Posts updates to Handbook and Bylaws and notification to members of bylaws changes.
      (2) Responsible for current content of assigned sections.
      (3) Review and update respective area content quarterly at a minimum to ensure that outdated material is removed.

B. **REQUIRED MEETINGS AND REPORTS**
   1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
   2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.
   3. Attends Board meeting as requested by the President.

C. **IMPORTANT TIMELINES**
   1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   2. Quarterly review of Website content related to position.
   3. Submits written notice of the proposed amended/revised Bylaws, reviewed first by the Academy when possible, to the membership in the Newsletter and Website, no fewer than 30 days before a vote by the Coordinating Cabinet as specified in the Association Bylaws.

D. **FINANCIAL**
   1. Submits budget request to the Secretary/Treasurer as requested.
   2. Requests approval of proposed activities, not budgeted, to the President in advance.
   3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

**VOTING PRIVILEGES** – All votes with the exception of amending the bylaws are used for information only.

**REVIEWED/REVISED:** 10/78, 10/86, 11/91, 4/97, 11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

COMMUNICATIONS PANEL
Communications Editor
   Webmaster (Supporting Position)
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Communications Editor

TERM: One (1) year.
Appointed by the President with approval of the BOD; reappointment for additional years desirable for continuity.

A. RESPONSIBILITIES
1. Member of the Coordinating Cabinet of NYSAND.
2. Serves as Chair of the Communications Panel on the Coordinating Cabinet as designated by the President of NYSAND.
3. Becomes familiar with current NYSAND Bylaws, NYSAND policies and procedures, and state/national policies related to copyrights, advertising and publishing.
4. Coordinates the production and distribution of publications approved by the BOD.
5. Assists in identifying potential advertisers in accordance with NYSAND Sponsorship Guidelines.
   a. Collaborates with NYSAND’s Web Master, Media Manager, and Executive Director.
   b. Reviews advertisement prospectus documents and suggests edits accordingly.
6. Communicates with the Academy; obtains current policies and procedures related to publishing and advertising.
7. Serves as Editor of the NYSAND Newsletter.
   a. Plans NYSAND Newsletter publication details with President-Elect and Central office for the coming year.
      (1) Deadlines and publication dates.
      (2) Number and size of issues.
         (a) Published typically monthly or bi-monthly.
         (b) Bi-monthly issues include Spring, Summer, Fall and/or Winter
   b. One (1) month prior to publication, requests appropriate articles/reports in Word document format from the BOD, Coordinating Cabinet committees, and district counterparts.
   c. Reviews current media and district Facebook pages for articles by or about NYSAND members to include in newsletter. Solicits published links from NYSAND members.
   d. Edits submitted material.
   e. One (1) weeks prior to publication, forwards proof of Newsletter to the President, President-elect, Past President, Social Media Manager and Executive Director for review.
   f. Forwards final Newsletter to Central Office for e-mail distribution to members.

B. REQUIRED MEETINGS, WEBSITE RESPONSIBILITIES AND REPORTS
1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
2. Submits periodic reports of activities to the President for the Fall and Spring meetings or as requested by the President.
3. **Member Communication**
   a. **Newsletter:** Editorial and advertising revenue as described above.
   b. **Social Media**
      (1) Responsible for forwarding any applicable newsletter content to the Social Media Manager for posting.
      (2) Forwarded content should be edited to reflect appropriate social media posting format.

C. **IMPORTANT TIMELINES**
1. Leadership meeting dates, Strategic plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Requests articles for the Newsletter continuously throughout the year with a deadline of 2 weeks before publication.
3. Forwards proof of Newsletter to the President, President-elect, Past President, Social Media Manager and Executive Director for review 1 week prior to online publication.

D. **FINANCIAL**
1. Submits budget request to the Secretary/Treasurer as requested.
2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – All votes with the exception of amending the bylaws are used for information only.

**REVIEWED/REVISED:** 10/78, 11/91, 4/97, 11/08, 9/17, 5/20
Sample Newsletter Format

All Issues

1. President’s message
2. NYSAND News
   • Delegate’s Report
   • NYSAND statistics
   • NYSAND/District activities and promotions
3. NYSAND Updates
   • Legislative issues
   • Other updates
4. Academy News
5. RDN, DTR, Student Member Highlights
6. Educational opportunities
7. Advertisements
8. Other pertinent functional material

Winter Issue (December and/or January)

1. Legislative Workshop
2. Legislative Platform
3. Voting for NYSAND and Academy officers
4. Annual Meeting information
5. District President’s listing
6. Call to NYSAND Annual Business Meeting Notice
7. Annual Meeting program of events

Spring/Summer Issue (May or June)

1. Immediate Past President Message
2. Recognition of appropriate Academy scholarship recipients. If the information is not available, the list should be published in the Fall issue.
3. Media Spokespeople articles
4. NYSAND scholarship recipients.
5. NYSAND and Academy award recipients.
6. 50 Year members of the Academy
7. Academy Annual Meeting announcement
8. Election results.
9. Call for Academy Honors

Fall Issue (October)

1. President-Elect Message
2. Annual Meeting material
3. Voting incentive information
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: Webmaster

TERM: One (1) year.
Appointed by the President with approval of the BOD. Reappointment desirable for continuity-

A. RESPONSIBILITIES
1. Supporting position on the Communications Panel of the Coordinating Cabinet of NYSAND.
2. Responsible for the NYSAND Website: www.eatrightny.org
   a. Serves as liaison between the contract Web Manager and NYSAND.
   b. Directs posting of information on the Website to the contract Web Manager.
   c. Forwards Web site inquiries to specified Association members.
3. NYSAND District Associations
   a. Works with district website contacts.
   b. Receives website updates from the NYSAND districts.
   c. Posts district events on the NYSAND calendar.
4. Calendar of Events – updates weekly with events submitted, removes outdated events and adds new ones as appropriate.
5. Job Opportunities –
   a. Receives and approves applications for job opportunity postings.
   b. Advertising fees are established by the Communications Editor in conjunction with Central office and the Finance Committee.
   c. Monitors “Paypal” payment service for advertising fees received.
   d. Requests reports or updates as needed
6. Member Communication
   a. Newsletter, News Briefs: No assigned responsibility
   b. Website:
      (1) Responsible for current content
      (2) All content is received by the Webmaster and directed to the Website Manager.
      (3) Review and update weekly.

B. REQUIRED MEETINGS, WEBSITE RESPONSIBILITIES AND REPORTS
1. Coordinating Cabinet: not required to attend; may be invited by the President of NYSAND.
2. Submits periodic reports of activities to the President for the Fall and Spring meetings or as requested by the President.

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Communication deadlines established by NYSAND President at the beginning of the program year.
2. Quarterly review of Website content related to position.

D. FINANCIAL
1. Submits budget request to the Secretary/Treasurer as requested.
2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – All votes at Leadership meetings are used for information only.

REVIEWED/REVISED: 11/08, 12/17, 6/20
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

REVIEWED/REVISED:
10/20

MEMBER LIASON PANEL
Membership Chair
DTR Representative
Student Representative
Diversity & Inclusion Liaison
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Membership Chair

TERM: One (1) year.
Appointed by the President with approval of the BOD.

A. RESPONSIBILITIES

1. Member of the Coordinating Cabinet of NYSAND.
2. Chair of the Member Liaison Panel.
3. Responsible for the recruitment and retention of RD/DTR’s for membership in the Academy, NYSAND and districts, includes:
   a. Recruitment of newly accredited RD/DTR’s.
   b. Recruitment of RD/DTR’s who recently moved to NYS.
   c. Recruitment of non-renewing RD/DTR’s.
   d. Retention of current members.
4. Knowledgeable about benefits of Academy, affiliate and district membership.
5. NYS CADE approved programs – encourages program directors to discuss benefits of Academy membership to students, provides appropriate literature.
6. New member communication – using Website, Newsletter, direct mailings or e-mail, contacts new members with activities and information about the Academy, NYSAND at least 2 times a year; encourages new member involvement in district and state activities.
7. Non-renewing members – contacts non-renewing members in June to remind them of Academy benefits and encourages membership renewal.
   a. Develops statewide recruitment campaign.
   b. Works with Central Office to identify non-renewing members and best method for communication.
   c. Works with Central Office to develop/reproduce membership materials.
8. Member Communication
   a. Newsletter, News Briefs – communicates NYSAND and Academy benefits to members.
   b. Website –
      (1) Utilizes website for member recruitment and retention.
      (2) Responsible for current content about NYSAND membership, Member Benefits and Services.
      (3) Review and update assigned area content quarterly at a minimum to ensure that outdated material is removed.
9. Subcommittee:
   a. Diversity – Recognize, respect and include differences in ability, age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size and socioeconomic characteristics.
      (1) Diversity liaison responsibilities:
         (a) Conduct diversity outreach events to promote the profession to diverse individuals
         (b) Increase cultural competency of current practitioners
         (c) Apply for AND Diversity mini grant to assist diversity outreach efforts
         (d) Plan at least 1 diversity outreach program per year.
B. REQUIRED MEETINGS AND REPORTS
1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
2. Submits Strategic Plan Progress Reports to the President for the Fall and Spring meetings or as requested by the President.
3. Calls meetings of the Member Liaison Panel as needed.

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Quarterly review of Website content related to position.
3. June statewide recruitment campaign for non-returning members.

D. FINANCIAL
1. Submits budget request to the Secretary/Treasurer as requested.
2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES All votes with the exception of amending the bylaws are used for information only.

REVIEWED/REVISED: 11/08, 6/20
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Diversity & Inclusion Liaison

TERM: Two (2) years.
Appointed by the President with approval of the BOD.

A. RESPONSIBILITIES
1. Member of the Coordinating Cabinet of NYSAND.
2. Member of the “Member Liaison Panel”
3. Member of NYSAND’s Public Policy Panel.
4. Communicates Academy initiatives to NYSAND members.
5. Plans and facilitates Diversity and Inclusion outreach and initiatives with the following objectives:
   a. To meet Academy and NYSAND strategic plans.
   b. To promote and increase representation of diverse individuals in the profession.
   c. To increase cultural competency of current practitioners.
6. NYS CADE approved programs – provides programming and outreach on campus and among Dietetic Internship programs.
7. AME - works with program developers to consult on diversity of speakers.
8. Plan at least 1 diversity outreach program per year.
9. Public Policy - works with Academy and NYSAND public policy panels in advocacy efforts toward laws and opportunities for diversity and inclusion.
10. Grants and Awards:
   a. Works with honors and awards committees to make sure equitable distribution of awards.
   b. Seek grant awards via the Academy’s Diversity and Inclusion Awards and Grants program.
      1) Grants range in amounts from $100-$1000 for outreach programs. Limited mini grants area available.
      2) Grant funds can be used for completed programs within the program year or upcoming programs.
      3) The link to submit nominations will be sent to D&I Liaisons in November of each year.
      4) Deadline to apply for a mini grant is March 1 of each year.
      5) By submitting an application, the D&I Liaison agrees to complete a follow-up survey.
      6) Applicants will be notified of application status in spring each year.
11. Membership Communication
   a. Newsletter – communicates NYSAND and Academy Diversity and Inclusion opportunities and initiatives to members
   b. Website – as above.

B. REQUIRED MEETINGS AND REPORTS
1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
2. Submits reports as requested by the President.
C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Quarterly review of Website content related to position.

D. FINANCIAL
1. Submits budget request to the Secretary/Treasurer as requested.
2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.
4. $500 allocated annually for outreach efforts.

VOTING PRIVILEGES – All votes with the exception of amending the bylaws are used for information only.

REVIEWED/REVISED: 10/20
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: DTR Representative

TERM: One (1) year.
Appointed by the President with approval of the BOD.

E. RESPONSIBILITIES
1. Member of the Coordinating Cabinet of NYSAND.
2. Member of the “Member Liaison Panel”
3. Develops activities that are relevant to current DTR issues.
4. Interacts with DTR members through NYSAND district association representatives to identify issues important to the membership and communicates them to the Member Liaison Panel.
5. Informs DTR members about Association initiatives and programs that will impact them.
6. Assists with coordination/development of DTR educational activities at NYSAND Annual Meeting.
7. Serves as a link between New York State members and DTR delegates in the HOD of the Academy of Nutrition and Dietetics.
8. Membership Communication
   a. Newsletter, News Briefs: – submits relevant information for publication as needed.
   b. Website – responsible for current content:
      (1) Section: as assign for DTR communication.
      (2) Review monthly and update respective area content quarterly at a minimum to ensure that outdated material is removed.

F. REQUIRED MEETINGS AND REPORTS
1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.

G. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Quarterly review of Website content related to position.

H. FINANCIAL
5. Submits budget request to the Secretary/Treasurer as requested.
6. Requests approval of proposed activities, not budgeted, to the President in advance.
7. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – All votes with the exception of amending the bylaws are used for information only.

REVIEWED/REVISED: 10/99, 11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Student Representative

TERM: One (1) year.
Appointed by the President with approval of the BOD.

A. RESPONSIBILITIES
1. Member of the Coordinating Cabinet of NYSAND.
2. Member on the “Member Liaison Panel”.
3. Develops activities that are relevant to current Student issues.
4. Interacts with Student Representative from Districts to identify issues important to the membership and communicates them to the Membership Chair.
5. Informs Students about Association initiatives and programs that will impact them.
6. Encourages and recruits student membership and participation in the Academy, NYSAND and District organizations and may request special funding for special projects towards this goal.
7. Sends NYSAND fact/promotional sheets to District Dietetic Internship Directors and DPD program directors for circulation to new and existing student body.
8. Identifies student volunteers willing to serve as volunteers for the annual meeting and for events sponsored by NYSAND and local districts.
9. Assists the ANDF Chair with annual meeting fund raising event.
10. Member Communication
   a. Newsletter, News Briefs – coordinates, creates or solicits articles for the student section of the newsletter and/or submits relevant information for publication as needed.
   b. Website –
      (1) Assigned responsibility for submission of current information related to Students.
      (2) Review and update respective area content quarterly at a minimum to ensure that outdated material is removed.

B. REQUIRED MEETINGS AND REPORTS
1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Quarterly review of Website content related to position.

D. FINANCIAL
1. Submits budget request to the Secretary/Treasurer as requested.
2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – All votes with the exception of amending the bylaws are used for information only

REVIEWED/REVISED: 11/05, 11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

PUBLIC POLICY PANEL
Public Policy Coordinator (PPC) (sits on the Board of Directors)
State Policy Representative (SPR)
Reimbursement Representative
State Regulatory Specialist (SRS)
Consumer Protection Coordinator (CPC)
Student Public Policy Coordinator (SPPC)
Diversity & Inclusion Liaison
Delegates
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: State Policy Representative (SPR)

TERM: three (3) years
Confirmed annually by the President with approval of the BOD. May be reappointed for a second consecutive 3 year term.

A. RESPONSIBILITIES
1. Member of the Coordinating Cabinet of NYSAND.
2. Member of the NYSAND Public Policy Panel.

Academy Guidelines
1. Gaining consensus for NYSAND priorities (3-5 issues).
2. Tracks state legislative and regulatory issues of importance to RD's.
3. Coordinates appointments with state contacts (ie governor’s office, state health officials, state legislators).

NYSAND Responsibilities
1. Serves on the NYSAND Public Policy Panel — consists of the PPC, State Policy Representative (SPR), State Regulatory Specialist (SRS), NYSAND President, NYSAND Lobbyist, Reimbursement Representative, Student Public Policy Coordinator (SPPC), Delegates and other Task Force Chairs as appointed.
2. In conjunction with the Public Policy Panel,
   a. Contributes to the development of the NYSAND Legislative Platform, consistent with the Academy’s platform and the NYSAND strategic plan for BOD approval.
   b. Assists the PPC with an annual letter-writing campaign for the NYSAND Annual Meeting
   c. Plans annual NYSAND legislative activity
3. Creates a strategic initiative to increase NYSAND presence and participation in the New York State regulatory process to offer the Association as a vendor of services through coordination of qualified members.
   a. Introduces NYSAND leadership to departments and agencies in the New York State government who have jurisdiction or deal with issues of food, nutrition and health or other related areas to offer support where our members’ unique skills and experience could be of assistance to their plan of work.
   b. Develops relationships with the governmental units mentioned above and seeks appointment of NYSAND leaders to their committees, taskforces and the like.
   c. Promotes NYSAND and its members to be recognized as the leaders and sought after professionals of food, nutrition and health related services in New York State.
4. Provides information, direction and support to the NYSAND lobbyist
5. In conjunction with the PPC, coordinates development of testimony for legislative public hearings. Identifies NYSAND experts to assist development and presentation of testimony.
6. NYSAND Public Policy Workshop — in conjunction with the Lobbyist and PPC
   a. Member education of legislative process
   b. Stimulation of member participation in legislative affairs
   c. Appointments with legislators
   d. Lobbying event
7. Member Education:
a. Annual training sessions for incoming members (district PPC’s, Grassroots Liaisons, district Reimbursement Representatives).

b. NYSAND member training at NYSAND PPC

8. Maintains the NYSAND federal and state grassroots network.

9. Recommends nominees for the NYSAND and Academy legislative awards.

10. **Newsletter, new briefs** - Writes legislative articles for NYSAND Newsletter.

11. **Website** –
   a. Responsible for current content of assigned sections
   b. Review content monthly and update respective area content quarterly at a minimum to ensure that outdated material is removed.

B. **REQUIRED MEETINGS AND REPORTS**
   1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
   2. Submits Strategic Plan Progress Report to the President in coordination with the PPC for the Fall and Spring meetings or as requested by the President.
   3. Attends meetings or conference calls of the Public Policy Panel as needed.
   4. Attends the Academy’s Public Policy Workshop annually as budgeted by NYSAND.

C. **IMPORTANT TIMELINES**
   1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   2. Quarterly review of Website content related to position.

D. **FINANCIAL**
   1. Submits budget request to the Public Policy Coordinator as requested for the development of the annual Public Policy Panel budget.
   2. Requests approval of proposed activities, not budgeted, to the President in advance.
   3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

**VOTING PRIVILEGES** – All votes with the exception of amending the bylaws are used for information only.

**REVIEWED/REVISED:** 11/08, 9/17, 6/18
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: REIMBURSEMENT REPRESENTATIVE

TERM: three (3) years
Confirmed annually by the President with approval of the BOD. May be reappointed for a second consecutive 3 year term.

A. RESPONSIBILITIES
   1. Member of the Coordinating Cabinet of NYSAND.
   2. Member of the Public Policy Panel as the Medicare, Medicaid and private sector reimbursement expert.
   3. Initiates or helps to advance members’ coverage activities with third party payers or other decision makers.
      a. Initiates dialogue with various state insurance carriers and major companies that self-insure.
   4. Mentors District Reimbursement Representatives.
      a. Encourages formation of District Reimbursement Committees comprised of practice areas such as consultation and private practice, clinical management and community dietetics. Committee composition and size should support the action plan of the state association.
      b. Encourages attendance of district Chairs to NYSAND training opportunities.
      c. Encourages district Chairs to stay current via AND’s Reimbursement Online Community and with AND publications.
   5. Supports reimbursement coding and coverage issues at the district level through the District Reimbursement Representatives.
      a. Promotes district collection of cost/benefit and cost effectiveness data through proactive studies.
      b. Collects and maintains data on state reimbursement patterns by utilizing member surveys, and monitoring state insurance laws/regulations and insurance company/HMO/PPO activities.
   6. Works with the NYS Department of Health on efforts to include RDN participation in Medicaid.
   7. Coordinates activities between the Academy’s reimbursement team and NYSAND related to reimbursement for nutrition services.
      a. Liaison to the Academy’s reimbursement team.
         (1) Forwards written and e-mail communications from the Academy to appropriate NYSAND leaders and District Chairs.
         (2) Receives support and ongoing communications from the Academy via:
            (a) Invitations to Academy sponsored MNT coverage/Medicare/Public Policy workshops.
            (b) Networking opportunities at the Academy’s FNCE. Attends Affiliates Reimbursement Representative meeting if in attendance.
            (c) Assistance with MNT communications, presentations, articles and advocacy efforts to NYSAND members.
            (d) Access to the Academy’s MNT coverage/public policy communications.
            (e) Subscriptions to the Academy’s written publications and to the Public Policy Weekly News – a weekly electronic reimbursement publication and listserv.
      b. Relays MNT coverage information to the Academy’s reimbursement Team.
(1) Reports results of district and state studies.
(2) Shares NYSAND district success stories for publication in Academy newsletters or presentations.

c. Refers to the Academy's position description guidelines at www.eatright.org.

8. **Member Communication**
   a. Communicates and shares information with District Reimbursement Representatives and NYSAND members via email communication.
   (1) MNT reimbursement and Medicare Part B MNT information.
   (2) Coverage and reimbursement resources and Web pages (Affiliate and Academy).
   b. Facilitates Academy Member MNT “Call to Actions” with assistance of the NYSAND Public Policy Panel.
   c. **Newsletter, News Briefs**: writes articles addressing NYSAND reimbursement issues and/or outcomes data.
   d. **Website** –
      (1) Submits reimbursement information for website posting.
      (2) Responsible for current content of assigned section.
      (3) Review monthly and update respective area content quarterly at a minimum to ensure that outdated material is removed.

B. **REQUIRED MEETINGS AND REPORTS**
   1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
   2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.
   3. Participates in Public Policy Panel meetings or conference calls.
   4. Academy’s Public Policy Workshop
   5. NYSAND Public Policy Workshop
   6. Academy Teleconferences or trainings when available.
   7. Attends conference calls with the Academy’s reimbursement team and the Academy’s DC office and participates in surveys.

C. **IMPORTANT TIMELINES**
   1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   2. Quarterly review of Website content related to position.

D. **FINANCIAL**
   1. Submits budget request to the Secretary/Treasurer as requested.
   2. Requests approval of proposed activities, not budgeted, to the President in advance.
   3. Submits vouchers for budgeted expenses incurred, to NYSAND, within 30 days of the activity.

**VOTING PRIVILEGES** – All votes with the exception of amending the bylaws are used for information only.

**REVIEWED/REVISED**: 4/97, 11/05, 8/06, 11/08, 5/16, 11/17, 5/20
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: STATE REGULATORY SPECIALIST

TERM: three (3) years
Confirmed annually by the President with approval of the BOD. May be reappointed for a second consecutive 3 year term.

A. RESPONSIBILITIES
1. Member of the Coordinating Cabinet of NYSAND.
2. Member of the NYSAND Public Policy Panel.
3. Reports to the Public Policy Coordinator
4. Coordinates activities with the Public Policy Coordinator and the State Policy Representative to assure the affiliate stance is consistent with the stance of the Academy.
5. Works collaboratively with State Policy Representative on state issues.
6. Ensures that the state agencies and regulatory work is consistent with the three priority goals established by the NYSAND Public Policy Panel.
7. Supports members who interact with school systems, local boards of health, local contacts and others with support materials and consistent messages and stance.
8. Is familiar with state statues and rules related to scope of practice, program requirements and others as they may impact dietetics practice.
9. Receives NYS Bill Activity updates from Lobbyist along with State Policy Representative and reviews for needed NYSAND action. Tracks the work being initiated by state agencies managed by the Governor’s office. Initiates meeting with state agency officials to promote RDs and DTRs in state regulatory and programmatic initiatives. Be watchful of emerging opportunities and challenges.
10. Be prepared to respond to issues of concern to the profession and access to RDs and DTRs especially in nutrition related services and programs.
11. Consult with the Academy’s Washington Office and Legislative & Public Policy Committee to affirm a stance or action consistent with the Academy.
12. **Member Communication** – may contribute as appropriate to
   a. **Newsletter**, news briefs
   b. **Website** –

B. REQUIRED MEETINGS AND REPORTS
1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
2. Attends conference calls as scheduled.
3. Meets with state officials as needed to meet needs of the position and the affiliate.
4. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.
5. Eight to ten days per year are anticipated to meet the needs of the position.
6. Attends the Academy’s Public Policy Workshop annually as budgeted by NYSAND.

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Be sensitive to the Website content, newsletter and other affiliate and national activities appropriate to the position.
D. FINANCIAL
   4. Coordinates budget request with the Public Policy Coordinator for submission to the Treasurer as requested.
   5. Requests approval of proposed activities, not budgeted, to the President in advance.
   6. Submits vouchers for budgeted expenses incurred, to the Treasurer, within 30 days of the activity.

VOTING PRIVILEGES – All votes with the exception of amending the bylaws are used for information only.

QUALIFICATIONS:
Must be an active or retired member of the Academy of Nutrition and Dietetics with NY affiliate designation.

Personally able to make the time commitment to fulfill the identified duties. Eight to ten days per year are expected for face-to-face meetings for either affiliate meetings/training or direct interaction with parties of active interest to the affiliate.

Must be a team player and commit to decision-making and implementation of Association goals and objectives as outlined by the strategic plan and the legislative platform.

Has demonstrated knowledge of state government regulations including health, schools, seniors, children, food supply and reimbursement.

Must be able to manage email communications, provide budget input, demonstrate strategic planning awareness and manage communications as necessary.

Reviewed/Revised: 6/10, 9/17
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: Consumer Protection Coordinator

TERM: three (3) years
Confirmed annually by the President with approval of the BOD. May be reappointed for a second consecutive 3 year term.

A. RESPONSIBILITIES

1. Member of the Coordinating Cabinet of NYSAND.
2. Member of the NYSAND Public Policy Panel.
3. Reports to the Public Policy Coordinator
4. Monitor consumer protection issues and their impact on NYS Certification and related issues, in collaboration with the State Policy Representative and the State Regulatory Specialist through the strategic plan and other resources.
5. Keep the NYSAND BOD informed of current consumer protection issues in NY, including BODAN activities.
6. Participate in Academy consumer protection issues meetings, webinars and licensure forum calls as available.
7. Communicate with the Public Policy Panel on consumer protection and certification issues impacting the profession.
8. Develop a plan to assure that dietitians and consumers know how to, and can easily report statute violations.
9. Submits success and effectiveness stories of RDNs to the NYSAND website.
10. Monitors frequency of BODAN meetings, attends BODAN meetings or has designee attend meetings and monitor RDN BODAN member attendance.
11. Monitors the status of RDN BODAN terms of office.
12. Monitors the overall BODAN structure with regard to professional representation roles.
13. Assists the NYSAND BOD with recommendations to the Board of Regents for appointments to BODAN.
14. Assists the NYSAND BOD with confirming Board of Regents action on appointment of RDN BODAN members.
15. Serve as a resource for NYSAND on the state dietetics certification statute and regulations.
16. Assist with the dissemination of the Academy’s consumer protection and licensure messaging.
17. Provide testimony when necessary on behalf of NYSAND at licensure/certification related public hearings.
18. Pass on the following to Successor how to secure current licensure/certification statue and regulations and BODAN meeting minutes and reports.
19. **Member Communication** – may contribute as appropriate to
   a. Newsletter news briefs
   b. Website

B. REQUIRED MEETINGS AND REPORTS

1. Attends Coordinating Cabinet meetings as called by the President of NYSAND.
2. Attends conference calls as scheduled.
3. Provide the NYSAND BOD with status on BODAN terms of office at least one year prior to term expirations.
4. Meets with state officials as needed to meet needs of the position and the affiliate.
5. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.

6. Time Spent in Activities: eight to ten hours per month with additional time during the designated Consumer Protection and Licensure Summit and/or the Public Policy Workshop (PPW).

C. IMPORTANT TIMELINES
1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
2. Be sensitive to the Website content, newsletter and other affiliate and national activities appropriate to the position.

D. FINANCIAL
7. Coordinates budget request with the Public Policy Coordinator for submission to the Treasurer as requested.
8. Requests approval of proposed activities, not budgeted, to the President in advance.
9. Submits vouchers for budgeted expenses incurred, to the Treasurer, within 30 days of the activity.

VOTING PRIVILEGES – All votes with the exception of amending the bylaws are used for information only.

QUALIFICATIONS:
Must be an active or retired member of the Academy with NY affiliate designation.

Personally able to make the time commitment to fulfill the identified duties: eight to ten hours per month with additional time during the Consumer Protection and Licensure Summit and the Public Policy Workshop (PPW).

Must be a team player and commit to decision-making and implementation of Association goals and objectives as outlined by the strategic plan and the legislative platform.

Must be able to manage email communications, provide budget input, demonstrate strategic planning awareness and manage communications as necessary.

Reviewed/Revised: 1/14, 9/17
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Student Public Policy Coordinator

TERM: One (1) year. Reappointment for a second year desirable. Appointed by the President with approval of the BOD.

A. RESPONSIBILITIES
   1. Member of the Coordinating Cabinet of NYSAND.
   2. Member on the “Public Policy Panel”.
   3. Works with the Public Policy Panel to identify legislative issues of interest to students.
   4. Informs NYSAND student members about current state and federal legislation or policy initiatives.
   5. Promotes the completion of Academy Action Alerts among NYSAND student members.
   6. Works with the Student Representatives from each NYSAND district to promote student participation in local advocacy (i.e. legislator visits, letter-writing campaigns).
   7. Communicates with Student Representatives from each NYSAND district to determine the interests, questions, and concerns of student members with regards to public policy. Relays this information to the Public Policy Panel.
   8. Assists the NYSAND Communication Team (Newsletter, Website, Social Media) as needed by creating public policy content of interest to NYSAND student members.

   **Member Communication**
   Assists the NYSAND Communication Team (Newsletter, Website, Social Media) as needed by creating public policy content of interest to NYSAND student members.

B. REQUIRED MEETINGS AND REPORTS
   1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
   2. Attends monthly Public Policy update calls.
   3. Submits Report to the President for the Fall and Spring meetings or as requested by the President.

C. IMPORTANT TIMELINES
   1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   2. Quarterly review of Website content related to position.

D. FINANCIAL
   1. Submits budget request to the Public Policy Coordinator for consideration. The PPC forwards the proposal to Secretary/Treasurer as requested.
   2. Requests approval of proposed activities, not budgeted, to the President and PPC in advance.
   3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

VOTING PRIVILEGES – All votes with the exception of amending the bylaws are used for information only
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

PUBLIC RELATIONS PANEL
Public Relations Coordinator (sits on the Board of Directors)
State Media Spokesperson
Social Media Manager
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: STATE MEDIA SPOKESPERSON

TERM: Three (3) years.
Appointed by the President with approval of the BOD.
1. Recommended by the Public Relations Coordinator with district participation in the selection process for each media market.
2. Resides or works in the media market they will represent.
3. Resubmits resume at the end of the term to be considered for reappointment.

A. RESPONSIBILITIES
1. Supporting position on the NYSAND Coordinating Cabinet.
2. Member of the Public Relations Panel; reports to Public Relations Coordinator.
3. Help disseminate all communication from the Academy and NYSAND to the public.
4. Represents NYSAND to the Media and public.
   a. Identifies self as a Registered Dietitian Nutritionist (RDN), and State Certified Dietitian-Nutritionist (CDN), and a NYSAND Media Spokesperson.
   b. Establishes and maintains current media contact list; assists districts in accomplishing the same.
   c. On regular basis, sends press releases to media contacts as issued by the Academy and in conjunction with the NYSAND strategic plan.
   d. Avoids conflicts between the role of Media Spokesperson and the promotion of self, business or products.
   e. Coordinates activities for Academy Media events in assigned area of responsibility in New York State.
5. Volunteers minimum of five (5) to ten (10) hours monthly.
   a. Maintains scheduling flexibility to accommodate preparation time and short-notice interview requests; must be able to handle press deadlines.
   b. Responds to requests for information within 48 hours
   c. Initiates and completes six (6) interviews and six (6) articles annually in addition to National Nutrition Month and media events;
6. Provides accurate nutrition information to the media/public
   a. Ensures that information provided is current, accurate and understandable to the target audience, attributes information to current sources.
   b. Remains current on Academy position papers and timely statements.
   c. Maintains currency of knowledge.
   d. Maintains Registered Dietitian Nutritionist (RDN), and State Certified Dietitian-Nutritionist (CDN) status.
7. Supports District activities.
   a. Acts as resource for District Public Relations Chair(s).
   b. Shares communications from the Academy and NYSAND.
   c. Supports district PR in the promotion of National Nutrition Month activities.
8. Member of the Public Relations Panel.
   a. Recommends activities and assists in the execution of the NYSAND Strategic Plan relative to media activities.
b. Assists the Chair in coordinating statewide National Nutrition Month and Registered Dietitian Day activities.

9. **Member Communication**
   a. **Newsletter** or news briefs: submits articles of interest
   b. **Website**
      (1) No assigned responsibility.
      (2) Information about the Media Spokespeople on the Website is provided by the Public Relations Coordinator.
      (3) Review quarterly at a minimum for current content; advise Public Relations Coordinator of needed changes.

B. **REQUIRED MEETINGS AND REPORTS**
   1. Coordinating Cabinet meetings: not required to attend, may be invited by the President of NYSAND.
   2. Submits quarterly reports of activities to the Public Relations Coordinator.
   3. Attends meetings of the Public Relations Panel.
   4. Participates in the NYSAND and Academy Media Training Programs.
   5. Attends Academy sponsored Media Programs.

C. **IMPORTANT TIMELINES**
   1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   2. Quarterly review of Website content related to position.
   3. January 1: at the end of term, notifies PR Coordinator of intent to resubmit resume.
   4. Three year rotation schedule with May turnover:
      Year 1: Buffalo and one position in NYC
      Year 2: Albany and one position in NYC
      Year 3: Rochester and Syracuse

D. **FINANCIAL**
   1. Submits budget request to the PR Coordinator as requested.
   2. Requests approval of proposed activities, not budgeted, to the PR Coordinator in advance.
   3. Submits vouchers for budgeted expenses incurred, to Central Office, within 30 days of the activity.

**VOTING PRIVILEGES** – All votes are used for information only.

**REVIEWED/REVISED:** 1/91, 11/91, 4/97, 9/00, 4/07, 11/08, 4/16, 8/20
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: SOCIAL MEDIA MANAGER

TERM: One (1) year.
Appointed by the President with approval of the BOD.

A. RESPONSIBILITIES

1. Supporting position to the Coordinating Cabinet of NYSAND.
2. Member of Public Relations Panel.
3. Responsible for NYSAND social media pages.
   a. Serves as a liaison between the public (members/non-members) and NYSAND through use of social media, including but not limited to Facebook (public and Members Only group), Instagram, Twitter and LinkedIn.
   b. Promotes NYSAND and food and nutrition research and professional associations that support the registered dietitian and the Academy of Nutrition and Dietetics philosophy through social media.
   c. Develops a Social Media Content Calendar for posting and topics and then updates social media per the content per the calendar. Including but not limited to: Academy nutrition news, NYSAND Annual Meeting & Conference Expo, Alliance news and events and other local association events across New York State through social media.
   d. Review and update NYSAND social media account information to align with established Social Media Policy and Procedures.
   e. Review and update the NYSAND Social Media Handbook.
4. Works with NYSAND District Associations, as needed.
   a. Receives updates from NYSAND districts.
   b. Promotes and updates applicable district events within NYSAND social media outlets.
5. Works with the Social Media Liaison as needed.
   a. Assist the BOD in locating a qualified candidate.
   b. Train the Social Media Liaison on related policies, guideline and activities.
   c. The Social Media Liaison will assist with online activities and other social media tasks as requested.
6. Member Communication
   a. Newsletter, news briefs: no responsibility
   b. Social Media –
      (1) Reviews all NYSAND Social Media weekly.
      (2) Monitors for current content on a continual basis including types of comments related to and that appeal to various professional interests in clinical, policy, academic, research updates, school wellness, etc.
      (3) Monitors for current content on a continuous basis including types of content related to and that appeal to interests among the general public.

B. REQUIRED MEETINGS AND REPORTS

1. Coordinating Cabinet meetings: not required to attend; may be invited by the President of NYSAND based on the Strategic Plan.
2. Submits Strategic Plan Progress Report to the President for the Fall and Spring meetings or as requested by the President.
C. IMPORTANT TIMELINES
   1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   2. Submits the Social Media Content Calendar to the Public Relations Chair by June 30 for review, approval and implementation.

D. FINANCIAL
   1. Submits budget request to the Public Relations Chair to be submitted to the Treasurer as requested within the PR budget line.
   2. Requests approval of proposed activities, not budgeted, to the PR Chair and President in advance.
   3. Submits vouchers for budgeted expenses incurred, to the Treasurer, within 30 days of the activity.

VOTING PRIVILEGES – All votes at leadership meetings are used for information only.

REVIEWED/REVISED: 4/14, 5/20
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

DISTRICT REPRESENTATION
District Presidents
Nominating Committee
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: District President

TERM: One (1) year.
Elected by the District they serve.

A. RESPONSIBILITIES
1. Member of the Coordinating Cabinet of NYSAND.
2. Member of the NYSAND Nominating Committee – serve or appoint a designee
   a. Designates substitute member to represent District on NYSAND Nominating Committee
      if unable to personally serve in that position.
   b. Identifies candidates willing to serve as volunteers for the Association, i.e. elected and
      appointed positions.
3. Mentors the incoming President Elect for their district and encourages him/her to attend the
   NYSAND President Elect training.
4. Interacts with Presidents from Districts to identify issues important to the membership and
   communicates them to the District President Representative.
5. Informs District membership about Association initiatives and programs that will impact them.
6. Encourages and recruits membership and participation in the Academy, NYSAND and
   District organizations and may request special funding for special projects towards this goal.
7. Identifies need areas in the District and utilizes/requests NYSAND programs and grants as
   appropriate.
8. Assists the Association promoting the dietetic profession.
9. Submits required reports – see below.
10. Member Communication
    a. Newsletter, News Briefs – coordinates, creates or solicits articles from the District
       activities and/or submits relevant information for publication as needed.
    b. Website –
       (1) Section: District Information
       (2) Responsible for current content.
       (3) Review monthly and update respective area content quarterly at a minimum to
           ensure that outdated material is removed.

B. REQUIRED MEETINGS AND REPORTS
1. Attends all Coordinating Cabinet meetings as called by the President of NYSAND.
2. Attends all Nominating Committee (or ensures designee attends) meetings as called by the
   Nominating Committee Chair.
3. Submits reports to the President for the Fall and Spring meetings or as requested by the
   President.
   a. Strategic Plan Progress Report
   b. District Strategic Plan (Fall)
   c. District Assessment and Report (June 1)
   d. Principles of District Cooperation (June 1)
C. IMPORTANT TIMELINES
   1. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   2. Quarterly review of Website content related to position.
   3. Fall Meeting: District Strategic Plan
   4. June 1: District Assessment and Report
   5. June 1: Principles of District Cooperation

D. FINANCIAL
   1. NYSAND Budget: no responsibility
   2. Submits vouchers for approved NYSAND leadership meeting travel expenses incurred, to Central Office, within 30 days of the activity.
   3. In order to receive any state rebates, must submit “District Assessment and Report” and “Principles of District Cooperation” by June 1.

VOTING PRIVILEGES – All votes with the exception of amending the bylaws are used for information only.

REVIEWED/REVISED: 11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

TITLE: Nominating Committee

TERM: One (1) year. Each district in NYSAND shall be represented on the Nominating Committee by the district president or designee. The Immediate Past President of NYSAND shall serve ex-officio on the Nominating Committee and will appoint the Chair from one of the members of the committee.

A. RESPONSIBILITIES
   1. Functions of the Nominating Committee:
      a. Primary function is to identify qualified individuals to be placed on the ballot for election to the offices of the Association as identified in Section 1 (Officers) of the bylaws.
      b. Consider names of qualified individuals submitted by any member of the Association.
      c. Formulate a ballot according to qualification guidelines specified in the Handbook.
      d. Submit the official ballot to the Secretary/Treasurer by the date designated by the Board of Directors.
   2. Becomes familiar with the qualification of all officers to be placed on the Ballot one (1) month prior to assuming office. (May - June)
   3. In-coming Immediate Past President will send to the incoming Nominating Committee regarding Position Descriptions and qualifications for the positions that are open for the next ballot. (By May 1)
   4. Immediate past president appoints a chair of the Nominating Committee.

Chair of Committee:
1. Sends copies of all communications to the Immediate Past President who serves as a member of the Nominating Committee.
2. Updates and sends welcome letters to the committee members outlining their responsibilities. The packet will include:
   a. Nominating Committee member Position Description and time line
   b. List of committee names and addresses, updated as needed
   c. Directions to solicit qualified candidates from their district for open BOD positions for the next year.
   d. A biographical form will be included. This form will be duplicated by committee members for perspective candidates and returned to the Nominating Chair by September 15.
   e. A choice of conference call dates/times for August with RSVP request by committee member to Nominating Chair.
3. Initial orientation conference call (Mid- August)
   a. Secures the time and date with Central Office. (Mid-July)
   b. Confirms with Committee conference call date/time and procedure.
   c. Informs all committee members of their responsibility to obtain an alternate from their district if they are unable to participate in the conference call. All districts must participate.
   d. Holds initial conference call.
4. Follow up Conference Call
   a. Makes arrangements with Central Office for a follow-up conference call with the Nominating Committee to check on candidate recruitment progress.
b. By **September 1**, sends reminder postcard or e-mail regarding **September 15**\(^{th}\) deadline for biographical information to be sent by the Nominating Committee to the Nominating Chair.
c. Contacts committee members if materials have not been received by the deadline.
d. Reviews progress in filling ballot with committee; if there isn’t an adequate number of biographical sketches, arranges for another conference call to discuss the need for more candidates with the committee.

5. Prepares preliminary ballot. (Mid-September)
   a. Distributes all completed biographical sketches to Nominating Committee. (Mid-Sept.)
   b. Ensures that every effort is made to recruit two (2) candidates for each position on the ballot. Only after all efforts are exhausted can balloting proceed with one (1) candidate.
   c. Confirms by telephone with individuals who have been selected to be on the upcoming NYSAND ballot. Ensures their willingness to run.
   d. Holds follow up conference call to check on candidate recruitment progress (Mid-Oct.)

6. Presents slate of candidates (Fall BOD/Coordinating Cabinet Meeting)
   a. Sends a list of candidate names, current addresses and phone numbers to the Secretary/Treasurer.
   b. Sends electronic notice or attends the Board of Directors Meeting to present the slate for their review and comment.

7. Sends thank you letters to the Nominating Committee and to the candidates who were not selected for the ballot. (By December 1)

8. Consults with the NYSAND Secretary/Treasurer to ensure that written or electronic notification is given to NYSAND members stating the voting process as well as the option of requesting a hard copy from Central Office.
   a. Members will be notified at least thirty days prior to the closing of the polls
   b. Plans for turn around time on the ballot of three weeks.

9. Prepares a draft ballot and sends to Central Office to prepare an electronic ballot using the NYSAND Website or contract service by January 2.
   a. Develops candidate brochure, ensures that materials submitted by the candidates meets designated guidelines.
   b. Forwards draft ballot to President and Immediate Past President. (By January 10)

10. Approves final draft
    a. Proofs the candidate brochure and ballot (By January 20)
    b. Sends final ballot and Biographical information to Central Office

11. Directs Central Office to forward candidate’s biographical information and ballot to the NYSAND Webmaster or contract service (Early Feb).

12. Initiates process for the coming year (March)
    a. Informs district Presidents of responsibility for district participation.
    b. Informs Districts of positions open in the coming year.

13. Receives election result notification from the Central Office who also notifies the NYSAND Secretary/Treasurer (mid April)

B. REQUIRED MEETINGS AND REPORTS
   May attend all Coordinating Cabinet meetings as called by the President of NYSAND.

C. IMPORTANT TIMELINES
   See the process for state election time line.

D. FINANCIAL
   1. Submits budget request to the Treasurer as requested.
   2. Requests approval of proposed activities, not budgeted, to the President in advance.
3. Submits vouchers for budgeted expenses incurred, to the Treasurer, within 30 days of the activity.

VOTING PRIVILEGES – The committee does not vote.

REVIEWED/REVISED: 10/79, 11/91, 4/97, 2/00, 4/00, 11/08, 8/17, 1/18
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS
POSITION DESCRIPTION

OTHER COMMITTEES
Not on the Coordinating Cabinet

Awards Committee
Finance Committee
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: Awards Committee

TERM: One (1) year.

The Awards Committee consists of the Immediate Past President, as Chair, and three other members as necessary. The IPP selects the committee members from District Scholarship/Awards Chairs from around the state and/or former or current persons experienced with the Board and Coordinating Cabinet. Award committee members may not apply for awards and cannot evaluate award applications in which they have written a recommendation letter for a candidate. Awards are described at the end of the description.

A. RESPONSIBILITIES (Chair)

1. In conjunction with the Awards Committee, selects
   a. New York State Affiliate Awards
   b. Academy National Award nominations – endorsements by the BOD
   c. NYSAND Education Awards and nominations for Academy education awards

2. Distributes nomination packet information to each District President (Chair)
   a. Instruction letter.
   b. Guidelines and criteria for each award/nomination.
   c. Data sheets for each award/nomination; makes these available as an electronic download option on the Website.

3. ANDF Scholarship applications: requests District Presidents to -
   a. Contact area academic program directors about ANDF Scholarships and deadlines
   b. Advertise ANDF scholarships to District student members.

4. Calls committee meeting(s)
   a. Deadline dates established by the Academy
   b. Uses conference call, e-mail or face-to-face meetings.
   c. Distributes award/nomination information prior to committee meetings

5. Acknowledges nominees and winners
   a. Sends letters of congratulations or regrets, on behalf of the Immediate Past President of NYSAND. Emails to the District Presidents award winners.
   b. Invites winners to the Annual Meeting; registration fees are waived.
   c. Presents award winners with appropriate certificates or plaques at a time during the Annual Meeting that does not conflict with a luncheon.

6. Announces winners of Dietetic Student Awards in the newsletter/website.
   (1) Name
   (2) College/Program
   (3) District of permanent residence
   (4) Professional goals or reason for interest in field of nutrition and dietetics

   Member Communication
   a. Newsletter, news briefs
      (1) Solicits award nominations from the membership via the Fall Newsletter and on the Website
      (2) Announces award winners

   b. Website –
      (1) Assigned responsibility for submission of current information related to awards.
      (2) Review and update respective area content quarterly at a minimum to ensure that outdated material is removed.
B. REQUIRED MEETINGS AND REPORTS
   Submits Report(s) to the President for the Spring meeting or as requested by the President.

C. IMPORTANT TIMELINES
   1. Academy deadlines
   2. Leadership meeting dates, Strategic Plan Progress Report and Newsletter deadlines established by NYSAND President at the beginning of the program year.
   3. Quarterly review of Website content related to position.

D. FINANCIAL
   1. Submits budget request to the Treasurer as requested.
   2. Requests approval of proposed activities, not budgeted, to the President in advance.
   3. Submits vouchers for budgeted expenses incurred, to the Treasurer, within 30 days of the activity.

VOTING PRIVILEGES – No vote on the Coordinating Cabinet

REVIEWED/REVISED: 6/85, 11/91, 4/97, 2/98, 4/00, 6/07/11/08, 9/18
AWARDS AND HONORS

Affiliate leaders receive a request from the Academy for nominations for national and affiliate awards and honors in September or October of each year. All award information is posted on the member only section of the Academy website www.eatright.org under the Professional Development tab at the top and Awards and Honors on the right hand side menu. Refer to the Academy website for the most up-to-date information, deadlines and criteria.

National Awards: criteria, deadlines and data sheets provided by the Academy,
NYSAND submits nominations for national honors including both AND and ANDF Awards. Following are some of the Academy awards:

- Marjorie Hulsizer Copher Award
- Lenna Frances Cooper Lecture Award
- Medallion Award
- Media Excellence Award
- Presidents’ Circle Nutrition Education Award
- Awards for Excellence in Practice

ANDF Awards – see the Website

Education Awards - criteria, deadlines and data sheets provided by the Academy
- Outstanding Dietetics Educator Award
- Outstanding Dietetics Student Awards – one nominee per category

NYSAND Affiliate Awards - criteria, deadlines and data sheets provided by the Academy
- Recognized Young Dietitian of the year (RYDY)
- Recognized Dietetic Technician of the year (RDTY)
- Emerging Dietetic Leader (EDL)

NYSAND Specific Awards

Distinguished Dietitian Award: in recognition for outstanding service and dedication to NYSAND and the profession of dietetics
Isabelle Hallahan Award: a monetary award for excellence in Food Service Administration
Ruth Harmon Award: an award for dietetics students to attend the Public Policy Workshop
Jack Bellick Award: an award to send a dietetics student to the NYSAND Annual Meeting

Media Excellence Award
Excellence in Legislative Advocacy

REVIEWED/REVISED: 6/85, 11/91, 4/97, 2/98, 4/00, 6/07/11/08
NEW YORK STATE ACADEMY OF NUTRITION AND DIETETICS

POSITION DESCRIPTION

TITLE: Finance Committee

TERM: One (1) year.

Consists of the Secretary/Treasurer, President, President-Elect, Immediate Past President, State Development Chair, and the Immediate Past Secretary/Treasurer. One additional active member of the Association who is not a member of the Coordinating Cabinet or the Board of Directors is appointed by the President with approval by the BOD. In alternate years when there is no Past Secretary/Treasurer, appoints (2) active members. The Secretary/Treasurer serves as Chair of the committee. The Association Manager from Central Office may be asked to participate.

A. RESPONSIBILITIES (Chair)
1. Calls any committee meetings and/or has Central Office arrange for any conference calls necessary to
   a. Plan and finalize an annual budget prior to the beginning of the fiscal year,
   b. Discuss financial matters,
   c. Make recommendations to the Board of Directors.
2. Submits a budget for Finance Committee expenses.
3. Presents a report including the proposed budget to the BOD for their discussion. (May)
4. Makes budget adjustments and submits to the BOD for their approval at the spring AME meeting.
5. Calls for quarterly meetings to:
   a. Review finance issues that may occur during the year
   b. Discuss investments and other fiscal issues related to the operation of the Association.

B. RESPONSIBILITIES (Committee)
1. Recommends allocation of Association resources to achieve strategic and operating objectives and presents final budget to the full Board.
2. Reviews all budget and financial information received from the Chair in preparation for the Finance Committee meeting(s) and/or conference call(s).
3. Participates in the Finance Committee meeting(s) and/or conference call(s).
4. Prepares an annual budget to be presented to the BOD for approval (May-June). Refers to procedure PR-17.1 Budget Development.
5. Recommends the distribution of overage from the previous year. Funds may be distributed to:
   a. Reserve
   b. Scholarship Account
   c. Districts
   d. Increase in budget lines in the current year’s budget
   e. Allocate funds for special projects
6. Reviews and makes recommendations as part of the budget process:
   a. Reimbursement rates for Officers and Coordinating Cabinet members’ travel and lodging.
   b. Per Diem rates, including lodging and mileage allowances.
7. Reviews the annual Financial Audit Statement with the auditor prior to this going to the BOD. May meet/conference for this review.
8. Consults with qualified experts, CPA and or Association accountant, as needed.
9. Reviews and make recommendations for all the investment and scholarship accounts; submits these recommendations to the BOD,
10. Reviews the IRS 990 document prior to BOD approval and submission to the IRS.
11. Reviews financial reports submitted by the NYDSA PAC treasurer.

C. IMPORTANT TIMELINES
   1. Quarterly conference call or meetings.
   2. April: budget process begins with the distribution of budget requests to officers and
      committee/task force chairs.
   3. May 1: all budget requests are due.
   4. June 30: end of budget year. Whenever possible, the proposed budget will be approved by
      the BOD.
   5. July 1: start of new budget year.
   6. Mid October: committee reviews the IRS 990 Documentation – submitted 4 ½ months after
      the end of the fiscal year which is June 30th.
   7. Annually/ongoing: review Investment and Scholarship accounts.

REVIEWED/REVISED: 10/79, 11/91, 4/97, 7/98, 8/99, 3/02, 9/06, 11/08, 5/12, 1/14, 5/16
2020-2021
Organizational Chart NYSAND Interfacing with Academy ACADEMY

HOUSE OF DELEGATES: Delegates (4)
AFFILIATES/Meetings of Leaders: President, President-Elect

NYSAND BOARD of Directors (BOD)
(Voting Members)

President  Secretary/Treasurer  District President Representative
President Elect  Chair, Delegates  Appointed: Public Policy Coordinator
Immediate Past President  Co Chair, Delegates  Public Relations Coordinator

Ex officio/non voting members: Parliamentarian and Association Manager

NYSAND COORDINATING CABINET
(Approve bylaws changes, discuss Priority Issues, create resolutions, advise BOD in preparation for BOD Vote, discuss committee specific issues in separate meetings)

NYSAND Committee Structure

FUNCTIONS  COORDINATING CABINET  SUPPORTING POSITIONS
Fundraising  STATE DEVELOPMENT  Not required to attend CC, may be invited by the President, straw votes for information only. CENTRAL OFFICE to all positions
ACADEMY Representation  ACADEMY DELEGATES
Annual Meeting  ANNUAL MEETING CHAIR  Annual meeting Committee
Bylaws Handbook  BYLAWS HANDBOOK CHAIR
Communications Panel  *COMMUNICATIONS EDITOR  Newsletter Website (e-Calendar)
Member Liaison Panel  *MEMBERSHIP CHAIR  (Districts)
STUDENT & DTR REPs  DIVERSITY & INCLUSION LIAISON
Public Policy Panel  *PUBLIC POLICY COORDINATOR
STATE PUBLIC POLICY COORD Reimbursement Rep
STATE REGULATORY SPECIALIST CONSUMER PROTECTION COORD. DIVERSITY & INCLUSION LIAISON
STUDENT PUBLIC POLICY COORD.
Public Relations Panel  *PUBLIC RELATIONS COORDINATOR  Lobbyist
DISTRICT PRESIDENTS (10)
District PPC  District Reimbursement Rep Delegates
District Representation  Social Media Manager
Nominating  District Presidents or designee  President Elects
IPP
Task Forces  TASK FORCE CHAIRS  1 yr. term –may report to a CC member