

District Association President

Purpose of Position: Serve as leader of the district association and as liaison between the district association and the affiliate BOD

Length of Service: Duration of district term of office – typically one (1) year immediately following one (1) year term as District President-Elect and immediately preceding one (1) year on the Affiliate Nominating Committee; three (3) years total

Expected Time Commitment: Eight (8) – twelve (12) hours quarterly dedicated to affiliate work in addition to time commitment to leading the district association.

Position Reports To: Affiliate President

Positions Reporting to District Association President: None at the affiliate level; local positions report to District Association President according to district by-laws.

An Ideal District Association President Will:

1. Be a member of the Academy of Nutrition and Dietetics (AND) in the Active, Retired or Life classification; affiliate member; and member of his/her district association
2. Have served as District President-Elect the previous year
3. Demonstrate leadership qualities and intimate knowledge of the profession
4. Have a passion for leading others and ability to delegate easily
5. Have experience leading diverse groups with volunteer management skills
6. Roll up their sleeves and work beside others for a positive outcome

Performance Expectations:

1. Serve as a two-way communication channel between the affiliate and district association represented in a timely manner
2. Able to represent interests of the district board and membership in an unbiased manner
3. Willingness to assist/orient incoming District Association President

Responsibilities:

Board

1. Lead the district association from which elected in accordance with the affiliate strategic plan and bylaws established for the district.
2. Serve as a voting member of the affiliate Board of Directors
3. Attend and actively participate in all VDA Board Meetings; in the event that the District Association President is unable to attend a board meeting, it is expected that arrangements will be made for the President-Elect to attend as the proxy
4. Represent the interests of the district association by bringing ideas and suggestions from the district members/leaders to the affiliate board and disseminating information from the state governing body to the local membership
5. Represent district membership as appropriate on affiliate committees/task forces
6. Attend and promote district participation in the affiliate's Lobby Day and Annual Meeting
7. Perform other duties as directed by the AND, Affiliate President and BODs

Communication

1. Submit a quarterly report prior to each BOD meeting; review all other posted reports in advance of each meeting
2. Provide hard copy of any verbal report made to the Board to the Executive Director for inclusion in the meeting minutes.
3. Provide the Executive Director with district board and membership rosters as soon as possible at the start of the program year; update as necessary throughout the year
4. Submit a full report of district activities to the Executive Director for inclusion in a monthly news blast as directed by the Affiliate President; other noteworthy district information will be published in other

months as space permits

5. Update position files and orient incoming District Association President
6. Review this position description at end of term and provide updates/changes to Executive Director

Desired Results: An open line of communication is maintained between the affiliate and districts to enhance the association's collective voice and continuity of statewide program of work

Travel Requirements: All in-person BOD meetings and orientation/training retreat

Resources:

1. Affiliate Policy & Procedure Manual, Bylaws and Position Description
2. Mentor relationship with Affiliate President
3. Executive Director
4. AND District resources

Benefits for Volunteering in this Position:

1. Opportunity to give back to the profession by advancing dietetics at the state and local levels
2. Networking opportunities that help build lasting relationships statewide
3. Opportunity to utilize and hone leadership skills

What District Association Presidents Include in Their Resumes:

1. Led # person Board of Directors in execution of strategic plan and oversight of # member non-profit association
2. Managed a \$ budget for a # member non-profit association

Leadership Advancement: Elected positions on the affiliate board

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