**Open positions are highlighted. See next pages for roles & responsibilities.**

|  |  |
| --- | --- |
| **Officer / Chair** | **Elected or Appointed** |
|  |
| President | elected |  |
| President-elect | elected |  |
| Past-president | elected |  |
| Secretary | elected |  |
| Treasurer | elected |  |
| Treasurer-elect | elected |  |
| Delegate | elected |  |
| Council on Professional Issues, Chair | elected |  |
| Chair-elect, CPI | elected |  |
| Chair, Nominating Committee | elected |  |
| Chair-elect, Nominating Committee | elected |  |
| Public Policy Coordinator | appointed |  |
| State Policy Representative | appointed |  |
| State Affiliate Reimbursement Representative | appointed |  |
| State Regulatory Specialist | appointed |  |
| Consumer Protection Coordinator | appointed |  |
| Chair, Bylaws and Policy/Procedures | appointed |  |
| Chair, Public Relations/Member- ship & Awards | appointed |  |
| Web Editor | appointed |  |
| Liaison, Guam | appointed |  |
| Liaison, American Samoa | appointed |  |
| Liaison, Common- wealth of Northern Mariana Islands | appointed |  |
| Diversity Liason | appointed |  |
| AND Foundation Rep | appointed |  |
| Diet Manual | appointed |  |
| Student Mentorship Coordinator | appointed |  |
| Fundraising Chair | appointed |  |
| Historian | appointed |  |
| UH Student Rep | appointed |  |

# President-Elect Responsibilities

Term of Office: 3 years total (President-Elect, President, Past-President)

In addition to the duties usually vested in this office, the President-elect is responsible for the following:

|  |  |
| --- | --- |
| **Area** | **Responsibilities** |
| **Board Member** | * Serve as Board member with voting privileges * Attend Board meetings; minimum six meetings are held per year |
| **President-elect** | * Assist President and perform functions of President in his/her absence or disability |
| **Committees** | * Serve as member of: * Executive Committee * Bylaws/Policies & Procedures Committee * Public Policy Panel |
| **Academy Sponsored Training** | * Attend Academy online training sessions offered throughout the year |
| **Other Responsibilities** | * Serve as special project or ad hoc committee chairperson as needed * At end of year, appoints Chairpersons for standing and ad hoc committees to serve the following year during his/her term of office |

# Council on Professional Issues Responsibilities

Term of Office: Chair serves two years total (1st year serves as Chair-elect; 2nd year as Chair)

In addition to the duties usually vested in this Committee, the CPI Committee is responsible for the following:

|  |  |
| --- | --- |
| **Area** | **Responsibilities** |
| **Board Member** | CPI Chair:   * Serve as Board member with voting privileges * Attend Board meetings; minimum six meetings are held per year * Mentor and train CPI Chair-Elect   CPI Chair-Elect:   * Assist CPI Chair * Serve as voting Board member in absence of the Chair |
| **Continuing Education** | * Sponsor and/or promote continuing education events for members * Coordinate requests for Prior Approval of Continuing Education events |
| **Spring Conference** | * Plan annual Spring Conference * Special Registration Rates:   + Registration is waived for 50 year and plus members   + Special rates OK for students as approved by Board * Work with President and Awards Chairperson as needed for general membership meeting/program and recognition of award recipients. * Manage CPI specific email posted on HAND website which is used for Spring Conference communications |
| **Practice Groups** | * Provide general oversight/coordination of dietetic practice groups (if any) |
| **Google Drive** | * File key documents on HAND Board Drive officer folder throughout the year * Upload key documents to Archive Drive officer folder at end of fiscal year by July 1st |

# Liaisons – Guam; American Samoa;

# Commonwealth of Northern Mariana Islands (CNMI)

Term of Office: not specified

|  |  |
| --- | --- |
| **Area** | **Responsibilities** |
| **Board Member** | * Each liaison (3 positions) serves as Board member without voting privileges * Attend and participate in Board meetings via web or other modality |
| **Liaison** | * Maintain regular communication with regional academy members * Recruit membership and member participation in line with HAND Strategic Plan and initiatives * Develop relationships with local/regional stakeholders and identify key opportunities for regional collaboration * Develop our presence via regional social media |

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# Historian

Term of Office: 3 year term

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| --- | --- |
| **Area** | **Responsibilities** |
| **Board Member** | * Serve as Board member without voting privileges * Attend Board meetings; minimum six meetings are held per year * At end of term, train incoming Historian |
| **Committees** | Serve as member of:   * Bylaws/Policies & Procedures Committee |
| **Historian Responsibilities** | * Maintain files and artifacts of historical value to the Association * Retain/maintain at least the following:   + HAND Diet manuals   + Significant photos/clippings   + HAND records of significance * Documents and photos may be saved electronically; place on HAND Google drive * Facilitate “showing” of special historical items at HAND events such as the Spring Conference – to share with current members * Assist and/or serve as resource in planning significant HAND events, such as anniversary celebrations |

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