

**Minnesota Academy of Nutrition and Dietetics
Board
Job Position Description**

TITLE: EDUCATION DIRECTOR and EDUCATION DIRECTOR-ELECT

TYPE: Elected, 2 year term

BRIEF DESCRIPTION: Oversees and assists the Annual Conference Committee and their activities to provide quality, affordable continuing professional education activities for dietetic professionals while generating income for MAND. Plan other education activities.

AREAS OF ACCOUNTABILITY:

- Attend the following meetings, in person, teleconference, or electronic meetings:
Board and Annual Conference Committee meetings
- Appoint chair-elect for Annual Conference Committee
- Work with the Annual Conference Chair to assess the educational needs of the MAND membership.
- Provide other education events (webinars, seminars, etc.)
- Serve as a voting Member of the Board

Ongoing

- Annual conference: present proposed agenda and budget to the Board.
- Education events: submit a budget and plan of work to the Finance Committee and seek approval by the Board.
- Work with Communications Director to gain publicity of Annual Conference and other education events.
- Write articles in MAND newsletter, MAND Website, and post notes on the MAND website discussion board to keep membership abreast of educational opportunities
- Coordinate with regions on their education events.
- Participate in Board Meetings
- Prepare Board report for each Board meeting

CALENDAR:

Part of two year term

Year 1	Education Director-elect
Year 2	Education Director

Summer	Appoint Annual Conference chair elect Plan and attend a meeting with Annual Conference Chair to develop meeting schedules and coordinate the educational offerings.
Fall	Attend planning meetings of the Annual Conference
Nov	Submit Annual Conference agenda and budget to Board for approval.
Spring	Attend annual conference
May	Submit summaries of evaluation of annual meeting and financial report to MAND.

OTHER GOVERNANCE ISSUES

Assure that the educational content of Annual Conference and education events meet requirements of CDR.