

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

**TITLE: MEMBER DEVELOPMENT DIRECTOR**

**TYPE:** Elected, 2 year term

**BRIEF DESCRIPTION:** Facilitate action and programs to support and increase MAND membership and member involvement. Establish a communication network between AND and the affiliate members.

**AREAS OF ACCOUNTABILITY**

- Facilitate MAND member recruitment.
- Attend the Board meetings in person, teleconference, or electronic meetings:
- Serve as a voting Member of the Board
- Assist in communicating new/current activities and information of AND and MAND to members.
- Assist the affiliate in implementing new programs to encourage and enhance new member involvement within AND and MAND.
- Coordinate member networking events and assist Regional Representative or their designee with events in their regions

Affiliate Member Development Director (AND calls this position New Member Representative) communications will include:

- Feedback from members.
- Issues of members.
- Outcome (success/failure) of new programs and services.

**CALENDAR:**

On- going:      Participate in Board Meetings  
                     Prepare Board report for each Board meeting  
                     Develop programs to meet above goals, such as networking events, membership campaigns  
                     Communicate with Executive Director and AND regarding membership list.  
Spring            Submit Annual Report to MAND Office