

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

**TITLE: PRESIDENT-ELECT**

**TYPE:** Elected, 1 year as President-Elect, 3 year total term

**BRIEF DESCRIPTION:** Prepares for transition into Presidency during year as President-elect. Functions as voting member of the Board and Executive Committee of the Board

**AREAS OF ACCOUNTABILITY:**

- Serve as a voting member of Board and Executive Committee of the Board.
- Perform functions of President in absence or disability of President.
- Plan and Facilitate the Transitional Meeting and Orientation.
- Review appointed positions & need to fill during term as President. Ensure positions are being filled by MAND board members.

**Annual**

- Participate in performance review of Executive Director.
- Provide schedule for meetings for upcoming year as president.
- Recruit and appoint team leaders and committee chairs for upcoming year as president.

**On-going**

- Participate in the following in person, teleconference, or electronic meetings:  
Board, Executive Board, Finance Committee, Public Policy Panel and other special requested meetings
- Prepare Board report for each Board meeting

**CALENDAR:**

Part of three year term

Year 1	President-elect
Year 2	President
Year 3	Past President

Winter	Attend AND Leadership Training. (at expense of MAND, if budgeted) Attend AND Public Policy Workshop (at expense of MAND, if budgeted)
Spring	Attend MAND Annual Conference . Attend Finance Committee meeting
June	Assume Presidency at incoming Board meeting.

**OTHER GOVERNANCE ISSUES: (I.E. AND, GOVERNMENTAL RULES)**

AND - Leadership Training