

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

TITLE: REGIONAL REPRESENTATIVES

TYPE: Elected by MAND, serve 2 years on MAND Board (regions are on a rotating basis for elections)

BRIEF DESCRIPTION: The Regional Representatives serve their own region, but serve on the MAND Board to bring their regions's views to Board considerations.

AREAS OF ACCOUNTABILITY:

- Attend board meetings.
- Serve as a voting Member of the Board.
- Contribute to other Board activities as needed, such as online votes and ad hoc committees.
- Represent their region or appoint designee at the annual conference planning meetings, which begin in August.
- If unable to attend, Regional Representative may appoint a person from their region to represent them at the meeting.
- Prepare a Board Report for each meeting
- Act as Region Point Person. Call meetings of Regional Committee, as needed. Ensure that members of regional committee are aware of and completing their duties.

- Act as Regional Financial Person. Receive the regional financial status information and disseminate as needed. Make recommendations to MAND Finance Committee for regional budget considerations.

- Act as Regional Communications Person. Ensure that regional members are informed of regional activities. Work with the MAND Communications Director to ensure regional events are posted to the website.

- Act as Public Policy Liaison for your region or appoint/designate someone else to work with Public Policy Committee

- Appoint other members of the Regional Committee. Inform the MAND office of such appointment. (see appendix for Regional Committee members and make-up)

CALENDAR: reformat indentations

On-going	Attend board meetings, prepare Board report for each meeting
May prior to taking office	Appoint Regional Committee members as needed
June	Prepare regional calendar for year with Regional Committee
Aug – Nov	Attend Annual Conference Committee meetings
As needed	Hold Regional Committee meetings
	Send information to regional members and MAND Communications Director about regional events
April/May	Attend MAND Annual Meeting
May	Send regional financial budget needs to MAND Finance Committee