

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: CHAIR**

**TERM:** One Year, elected, serves as Chair beginning June 1<sup>st</sup> the year following election and completion of one year as Chair Elect. Becomes Past Chair for one year following term as Chair.

**PURPOSE:** Provide leadership and direction for practice group

**REPORTS TO:** DPG Manager

### **QUALIFICATIONS**

1. Active member of the BHN DPG.
2. Demonstrated leadership in district, state, and/or national organizational units of the Academy of Nutrition and Dietetics (the Academy) or other health/ nutrition organizations.
3. Demonstrated knowledge of the expertise of BHN practitioners.
4. Evidence of organizational skills.
5. Experience on the BHN Executive Committee in an elected or appointed position.

### **REQUIREMENTS**

1. Time available for DPG work, including travel, and willingness on the part of employer to permit time for performance of duties. This office requires a minimum 5-10 hours per week during the year of service. This may increase prior to The Academy of Nutrition and Dietetics' Food and Nutrition Conference & Expo®, and is contingent on the plan of work (POW).
2. Able to communicate with others at least twice weekly via electronic and other media.
3. Work closely with the Academy Headquarters staff.
4. Commitment to group decision-making and to setting measurable objectives for BHN.
5. Commitment to meeting the needs of all groups included within BHN.
6. Possess strong communication skills.

### **RESPONSIBILITIES**

1. Serves as Chair of BHN and its Executive Committee and as official spokesperson for the group.
2. Participates in all required Academy trainings.
3. Maintains general powers of supervision and active management of BHN.
4. Maintain fiscal responsibility in coordination with the Treasurer.
5. Assures compliance with the BHN Guiding Principles, policies and procedures.
6. Serves as BHN liaison to the Academy Practice Team and Professional issues Delegates.
7. Serves as BHN liaison to contracted Website manager.
8. Assures that an email account is current for info@bhn.org and set up for the Chair and Chair –elect to have access to the BHN website.

9. Presides over and is a voting member of all meetings (including conference calls) of the Executive Committee and any business meetings of the membership. Arranges and chairs a minimum of up to four conference calls with Executive Committee per year.
10. Files signature authorization at the Academy headquarters; Assures that all DPG Executive Committee members and Committee Chairs review the Academy *Conflict of Interest Policy* and signs the *Conflict of Interest and Confidentiality Attestation* by the first Executive Committee meeting of the year, and sends the completed forms to the DPG Practice Team liaison for filing.
11. Works with BHN Chair-Elect and Treasurer in the development and evaluation of Plan of Work, including goals, objectives, action plans, and budget.
12. Appoints the Chairs of standing committees (except nominating committee) and acts as ex-officio member of these committees.
13. Appoints the Chairs and members of special committees of BHN and defines the reporting mechanism and the functions of the committees to BHN Executive Committee.
14. Makes recommendations to the Executive Committee for establishment of ad hoc committees or task forces and appoints chairs.
15. Serves as a member of the Newsletter Review Committee.
16. Communicates with the Academy and BHN membership via BHN newsletter, website EML, DPG Update and Academy Food & Nutrition Times to encourage broad member involvement in BHN activities.
17. Upon completion of term of office, ensures that all files are provided to the incoming chair and acts as a resource to that person.

Adopted: February 2008

Revised: October 2013

## **Behavioral Health Nutrition DPG: Job Description**

### **TITLE: CHAIR-ELECT**

**TERM:** Elected position. Serves one year term beginning on June 1 following election, and then assumes position of Chair at the end of that year, serving until May 31<sup>st</sup>. Voting member of EC committee.

**PURPOSE:** To plan and prepare operations for year that Chair Elect will be chair by ensuring appointed positions are appropriately filled, preparing the budget and planning for FNCE® activities (Spotlight session proposal and member reception).

**REPORTS TO:** Chair

### **QUALIFICATIONS**

1. Active member of the BHN DPG.
2. Demonstrated leadership in district, state, and/or national organizational units of the Academy of Nutrition and Dietetics (the Academy) or other health/nutrition organizations.
3. Demonstrated knowledge of the expertise of BHN practitioners.
4. Evidence of organizational skills.
5. Experience on the BHN Executive Committee in an elected or appointed position.

### **REQUIREMENTS**

1. Time available for DPG work, including travel, and willingness on the part of the employer to permit time for performance of duties. This office requires a minimum of 5 hours per week during the year of service. Time requirements may fluctuate throughout the year and be higher prior to FNCE® and prior to transition meeting at end of one year term.
2. Able to communicate with others via electronic and other media.
3. Reports to Chair.
4. Commitment to group decision making and setting of measurable objectives for BHN.
5. Commitment to meeting the needs of all groups included with BHN.
6. Possess strong communication skills.

### **RESPONSIBILITIES**

1. With Chair, develops and evaluates on-going Program of Work (POW) that shall include short and long range goals and objectives.
2. Participates in all required Academy trainings.
3. Prepares the POW for the term of office as Chair working with treasurer and current chair.
4. Appoints the chairs and members of all standing committees to serve during the Chair-elect's term as Chair.
5. Chairs FNCE® Spotlight session proposal committee and appoints members as needed.
6. Acts as the Academy FNCE® Program Chair of the DPG and coordinates plans for BHN sessions during the year he/she is chair, with Academy Headquarters staff.

7. Performs the functions of the office of Chair in the Chair's absence or when the Chair is unable to perform the functions of Chair as determined by the Executive Committee.
8. Submits articles on BHN activities to BHN newsletter, website, EML, Academy DPG Update, and/or Academy of Nutrition and Dietetics Times when appropriate.
9. Performs or delegates other duties as may be appropriate for the office.
10. Works with Chair to plan annual Executive Committee transition meeting.
11. Either through the transition meeting or personal discussion ensures that new Executive Committee members have and understand their job descriptions.
12. Upon completion of term of office, ensures that all files are provided to the incoming Chair-elect and acts as a resource to that person.

Adopted: July 2009

Revised: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: SECRETARY**

**TERM:** Two years, elected, term begins June 1<sup>st</sup> of year elected, voting member of EC.

**PURPOSE:** Maintains documentation for DPG

**REPORTS TO:** Chair

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Experience in district, state, and/or national organizational units of the Academy of Nutrition and Dietetics or other health/nutrition organizations.
3. Demonstrated knowledge of the expertise of BHN practitioners.
4. Skill in accurate recording of proceedings/ minutes of meetings and conference calls.

### **REQUIREMENTS**

1. Time available for BHN work. This office requires approximately 6-8 hours per month.
2. Able to communicate with others via electronic and other media.
3. Reports to Chair.
4. Works closely with the Academy headquarters staff.

### **RESPONSIBILITIES**

1. Formulates the agenda for each scheduled meeting of the BHN Executive Committee; Sends monthly reporting tracker and contact list for updates to the Executive Committee members 1 week prior to the meeting; Compiles report information and supporting materials received; Sends agenda, supporting materials and draft minutes from previous meeting to the EC no later than 72 hours prior to the scheduled conference call.
2. Records the minutes of all official BHN Executive Committee meetings, and of BHN membership meetings, and processes minutes according to The Academy DPG Officer Orientation Manual.
3. Files signature authorization at Academy Headquarters.
4. Attends all required Academy trainings.
5. Maintains official documents of BHN including Guiding Principles, job descriptions, EC contact list and meeting minutes.
6. Participates as voting member in all meetings of the Executive Committee.
7. Upon completion of the term, ensures that all files are provided to the in-coming secretary and acts as a resource to that person.
8. Performs other duties as specified in the current job description or as designated by the Executive Committee.

Adopted: February 2008

Revised: October 2013

June 2016

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: TREASURER**

**TERM:** Two years; elected, term starts June 1<sup>st</sup> of year elected, voting member of EC

**PURPOSE:** Provide financial management for DPG

**REPORTS TO:** Chair

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics and BHN DPG.
2. Experience in district, state, and/or national organizational units of the Academy of other health/nutrition organization.
3. Demonstrated knowledge of the expertise of BHN practitioners.
4. Skill in fiscal management within organizations.

### **REQUIREMENTS**

1. Time available for BHN DPG work; requires approximately 8-10 hours per month.
2. Able to communicate with others via electronic and other media.
3. Familiar with computer spreadsheet programs and internet.
4. Works closely with Academy Headquarters staff of the Central Financial Administration.

### **RESPONSIBILITIES**

1. Files signature authorization at Academy Headquarters.
2. Serves as liaison between the DPG and the Academy's Practice Team and Accounting Services Team for DPG financial policies and procedures and DPG financial transactions.
3. Attends all trainings required by the Academy.
4. Monitors and coordinates DPG budget process. Reviews revenue and expense profiles of any project or committee directed by the BHN Chair, and requests corrections or further explanations if necessary. Coordinates all revenue collections and documents revenues. Maintains journal log of revenue received, including sources of revenue and accounts to be credited. Reviews monthly ledger statements to verify processing of revenue. Takes action to correct discrepancies and to ensure timely processing.
5. Coordinates all disbursements including payments to vendors and to BHN EC.
6. Verifies accuracy and completeness of requests. Assures compliance to reimbursement and payment policies and procedures.
7. Retains relevant information and verifies with financial statements.
8. Verifies BHN financial statements and investigates discrepancies with the Academy.
9. Together with BHN Chair, authorizes service agreements on behalf of BHN.
10. Summarizes financial status of BHN at each EC meeting including conference calls.
11. Presents a financial report to members annually and for publication in the fall newsletter.
12. Upon completion of the term, ensures that all files are provided to the in-coming Treasurer and acts as a resource person.

Adopted: February 2008; Revised: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: HOUSE OF DELEGATE DPG REPRESENTATIVE**

**TERM:** Three year, elected position, term begins June 1<sup>st</sup> of year elected, voting member of EC.

**PURPOSE:** Act as liaison between practice group and Academy of Nutrition and Dietetics House of Delegates.

**REPORTS TO:** House of Delegates, Academy Governance staff, and BHN Chair

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics in the Active, Retired, or Life classification for at least three (3) consecutive years immediately preceding the term as delegate.
2. Member of BHN.
3. Previously held the position as delegate no more than one (1) time. (A delegate can serve no more than two-three year terms.)
4. Experience on the Executive Committee (EC) or on an appointed committee position to the EC within the past five (5) years.
5. Willing to be held accountable for the Delegate vote and action in the Academy House of Delegates.
6. Able to communicate between district, state, and national associations.
7. Have a working knowledge of the bylaws of the Academy and the Guiding Principles for BHN.
8. Able to represent all interests of the membership in an unbiased manner.
9. Available to serve in the office for three (3) consecutive years.

### **REQUIREMENTS**

1. Time available for BHN work including attendance at one on site meeting and one virtual meeting of the House of Delegates per year.
2. Attends required Academy trainings.
3. Ability to review materials for Spring and Fall HOD meetings including association updates, mega-issues summaries and participation in pre-house COI discussions.
4. Summarize information from meetings as needed for members, and solicit feedback and input on issues.

### **RESPONSIBILITIES**

1. Prepares for and attends HOD meetings in Spring and Fall.
2. Communicates information to EC committee and BHN membership as needed.
3. Participates in EC conference calls as scheduled.
4. Prepares articles and information for the BHN website as necessary.
5. Prepares information for BHN publications in order to inform members regarding issues to be addressed by the House of Delegates.

6. Works closely with Public Policy Liaison to ensure pertinent issues for BHN members are addressed.
7. Submit annual report in May of each year.
8. Prepare and update Delegate's files for end of term of office. Provides files and orientation for incoming Delegate as to the duties of the office.

Adopted: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: NOMINATING COMMITTEE**

**NOTE:** Nominating committee consists of Committee Chair, Committee Member, and Past Chair as ex-officio non-voting member.

**TERM:** Two Years, elected, term begins June 1<sup>st</sup>, first year as committee member, 2<sup>nd</sup> year as Chair, and Nominating Committee chair is voting member of EC.

**PURPOSE:** Solicit and present list of potential candidates for DPG elected positions, nominations for DPG awards, and volunteer positions.

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Experience in district, state, and/or national organizational units of the Academy or other health/nutrition organizations.
3. Demonstrated knowledge of the expertise of BHN practitioners.

### **REQUIREMENTS**

1. Time available for DPG work and willingness on the part of the employer to permit time for performance of duties. This office requires 5-10 hours per year for members and up to a maximum of 25 hours per year for the Chair.

### **RESPONSIBILITIES**

1. Participates in all required Academy training.
2. Committee solicits and identifies names of nominees for elected offices through Executive Committee members, self nomination, connecting with other DPGs and through DPG e-blast. Potential candidates need to represent the 4 different practice areas of BHN.
3. Presents this list to the Executive Committee and solicits any additional recommendations from the EC.
4. Nominating committee sends out a petition announcement (sample available from the Academy) regarding candidates slate to BHN members via e-blast.
5. Chair of Nominating Committee finalizes the slate of candidates with biographical information and sends the slate to BHN Newsletter Editor for publication in the fall newsletter. (Elections take place in February.)
6. The Nominating Chair will notify Executive Committee and candidates of election results on date set by the Academy.
7. The Committee Chair contacts candidates that did not win the election to determine interest in serving on a DPG committee or running on the ballot again next year. Those interested in serving on a committee will be referred to the Chair-Elect for potential appointment.
8. Committee solicits nominations for practice group awards including Excellence in Practice and awards for each area of BHN through EC members and member solicitation.
9. Potential award winners are presented to EC for review and approval.

10. Past Chair coordinates award portion of FNCE® member reception.
11. Prepares award nomination packets and submits them to the Academy on or before set deadline.
12. Maintains a list or database of potential volunteers, including interest areas, availability, and resume/CV.
13. Work with Executive Committee members to fill committee and volunteer vacancies.

Adopted: February 2008

Revised: October 2013

Revised: April 2016

## **Behavioral Health Nutrition DPG: Job Description**

### **TITLE: CHAIR, MEMBERSHIP**

**TERM:** Two years; Appointed by Chair, voting member of EC committee, may be reappointed with mutual agreement.

**PURPOSE:** Provides regular communication with members, maintains EML, and promotes BHN membership within and outside of DPG

**REPORTS TO:** Chair

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Demonstrated knowledge and expertise of BHN practitioners.

### **REQUIREMENTS**

1. Must have time available for BHN work. This position requires approximately 2-3 hours per week. Time requirements may fluctuate with more time needed during transition months to ensure EML is accurate which can be up to 6-8 hours per week.
2. Must be able to communicate with others via electronic and other media.
3. Reports to the Chair.
4. Commitment to meeting the needs of the members of BHN.
5. Interest in networking with other professionals to improve the operations of BHN.

### **RESPONSIBILITIES**

1. Participates in any required Academy trainings.
2. Assists Executive Committee with identifying member needs and services.
3. Coordinates dissemination of new membership year Welcome Letters.
4. Accesses membership lists from DMIS as needed.
5. Develops and conducts member survey every two years. Works with Chair to summarize survey results and communicates to EC.
6. Submits quarterly "In the Pipeline" articles to the Newsletter Editor.
7. Maintains the BHN EML including: registering new participants in a timely manner, inviting non-participating members to join, and removes non-members from list.
8. Markets BHN membership renewal and recruitment using BHN newsletter, EML, DPG websites, e-blast, and FNCE® DPG Showcase booth.
9. Upon completion of term, ensures that all files are provided to the incoming Membership Chair and acts as a resource to that person.

Adopted: July 2009

Revised: October 2013

## **Behavioral Health Nutrition DPG: Job Description**

### **TITLE: RESOURCE PROFESSIONAL**

**TERM:** Two year; Appointed by Chair; Non-voting member of EC Committee;  
May be reappointed by mutual agreement.

**PURPOSE:** Provide professional support for practice group and area of specialty.

**REPORTS TO:** Membership Chair (voting member of EC Committee)

### **QUALIFICATIONS**

1. Is a member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Experience in district, state and/or national organizational units of the Academy or other health/nutrition organizations.
3. Demonstrated knowledge or expertise in the identified area of BHN practice.

### **REQUIREMENTS**

1. Time available for DPG work (approximately one hour per week).
2. Effectively communicate with membership on issues pertinent to BHN members via electronic and print media.
3. Participate in monthly Executive Committee meetings (conference calls),

### **RESPONSIBILITIES**

1. Represents one of these BHN Practice Areas: Addictions, Eating Disorders, Intellectual and Developmental Disabilities, or Mental Health.
2. Submits agenda items and activity report to Membership Chair and Secretary at least three days prior to Executive Committee conference calls or meetings.  
Monthly reports for EC to include:
  - Member contacts (number of requests, contacts, issues to report from RPs)
  - EML/online forums, etc – initiating discussion topics, information provided from RPs
  - Other work of RPs
3. Stimulates member interest on issues pertinent to their assigned area of practice and expertise primarily through the BHN EML (or web-based forum when available), via the newsletter and established social media channels.
4. Responds to member queries pertinent to their assigned area of practice and expertise primarily through the BHN EML (or web-based forum when available), via the newsletter, established social media channels, or their personal email.
5. Serves as a BHN advisor and mentor (including students directly and student social media avenues) to BHN members for their assigned area of practice and expertise.
6. Submits at least one Continuing Professional Education article for BHN newsletter each program year.
7. Provides resources to the Newsletter Editor and Membership Chair regarding topics in their area of practice for newsletter articles. This may include authoring or finding authors, article reviews, events, resources and ideas, best practices, case studies and/or stories from members.

8. Develops and maintains a list of professional resources for their assigned area of practice. (These resources may be posted on the BHN website.)
9. Performs other duties as designated by the Executive Committee.
10. Works on special projects as assigned by Chair.
11. Submits an annual report to Executive Committee that includes a summary of trends of member questions, special projects, etc.
12. Acts as member of the Spotlight Session FNCE® proposal committee when selected area of practice is part of proposal.
13. Upon completion of term, ensures that all files are provided to the incoming Resource Professional and acts as a resource to that person.

Adopted: July 2009

Revised: October 2013

Revised: October 2015

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: STUDENT LIAISON**

**TERM:** One Year; Appointed by Chair, non-voting member of EC

**PURPOSE:** To act as liaison between student members of BHN and EC

**REPORTS TO:** Membership Chair

### **QUALIFICATIONS**

1. Active Student Member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Knowledge of and interest in communications.
3. College junior, senior, or graduate student working toward degree in Dietetics, Nutrition, or related area of practice.

### **REQUIREMENTS**

1. Time available for DPG work (approximately two hours per week).

### **RESPONSIBILITIES**

1. Networks with students and professionals to improve the quality of BHN operations.
2. Dialogues with other Academy Student Members and editors via Student Scoop and other Academy publications regarding the work of BHN.
3. Identifies and responds to the needs of BHN Student Members and Educators.
4. Promotes the mission and goals of the Academy and BHN.
5. Performs other duties as specified in the current job description and as assigned by BHN Chair.
6. Upon completion of term ensures that all files are provided to the incoming Student Liaison.

Adopted: February 2008

Revised: October 2013

## **Behavioral Health Nutrition DPG: Job Description**

### **TITLE: DIRECTOR, PUBLIC RELATIONS**

**TERM:** Two years; appointed by Chair, voting member of EC committee, may be reappointed with mutual agreement. Term begins June 1<sup>st</sup>.

**PURPOSE:** Promotes BHN and its members within the Academy of Nutrition and Dietetics and to the outside community. Serves as chair of the Public Relations Team.

**REPORTS TO:** Chair

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Demonstrated knowledge and expertise of BHN practitioners.
3. Knowledge and experience in public relations development and execution.

### **REQUIREMENTS**

1. Must have time available for BHN work. This position requires approximately hours per week.
2. Must be able to communicate with others via electronic and other media.
3. Reports to the Chair
4. Commitment to meeting the needs of BHN members.
5. Interest in networking with other professionals to improve the operations of BHN.

### **RESPONSIBILITIES**

1. Identify methods to market BHN RDs for consulting, speaking, corporate, community, schools, and exhibit booths at national/local network organizations. Coordinates any media interviews with the Academy.
2. Identify media training opportunities for BHN Members.
3. Collaborates with EC and Webinar Coordinator to identify potential webinar topics and speakers.
4. Track PR opportunities provided by the Executive Committee and report to Chair.
5. Assist BHN Executive Committee Members in media opportunities with selected network organizations.
6. Communicates regularly with and works in conjunction with BHN Executive Committee
7. Communicates regularly with other Public relations team members to develop strategies to promote BHN and its members.
8. Assures that all content has been approved by the Academy/ DPG manager and Executive Committee for posting and/or distribution.
9. Works with Academy DPG manager to ensure letters of agreement are completed according to Academy standards for network organizations that may choose to advertise in BHN newsletter or sponsor BHN practice group activities.
10. Together with the Webinar Coordinator acts as liaison to Webinar Attendees and Speakers/Panelists when necessary for public relations.

11. Provides information regarding Public Relations Team to Executive Committee on a monthly basis.
12. Upon completion of term, ensures that all files are provided to the incoming Public Relations Director and acts as a resource to that person.

Adopted: July 2009

Revised: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: POLICY AND ADVOCACY LEADER (PAL)**

**TERM:** Two years, appointed by chair, may be reappointed by mutual agreement, non-voting EC member

**PURPOSE:** Acts as public policy liaison between the Academy and the DPG

**REPORTS TO:** Public Relations Director

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Experience in legislative or reimbursement activities in district, state, and/or national organizational units of the Academy of Nutrition and Dietetics or other health/nutrition organization.
3. Demonstrated knowledge of the expertise of BHN practitioners.

### **REQUIREMENTS**

1. Assertive and dynamic personality to serve as the national voice for Behavioral Health Nutrition related issues.
2. Dedicate 1-2 hours weekly to monitor the behavioral health political climate via print and electronic media
3. Must be able to attend the Academy Public Policy Workshop one time per year.
4. Strong motivational skills to empower BHN members to participate in local, state, and national public policy issues.

### **RESPONSIBILITIES**

1. Writes quarterly articles for the BHN Newsletter, communicating legislative and public policy information pertinent to BHN members.
2. Replies to legislative questions from BHN Executive Committee members.
3. Collaborates with HOD representative to support translation of the Academy's vision and goals. Collaborates with Academy Policy Initiatives and Advocacy (PIA) staff to disseminate legislative announcements and public policy issues to BHN members.
4. Attends Public Policy Workshop in Washington, DC, (approximately 3 days of each year).
5. Participates in all Executive Committee meetings.
6. Upon completion of the term, ensures that all files are provided to the incoming Public Policy Chair and acts as a resource to that person.

Adopted: February 2008

Revised: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: SOCIAL MEDIA COORDINATOR**

**TERM:** One year, appointed by chair, non voting member of EC, may be reappointed by mutual agreement.

**PURPOSE:** Promote BHN on social media including Facebook, Twitter, Pinterest, and other sites as the PR team sees fit.

**REPORTS TO:** Public Relations Director

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN.
2. Demonstrated knowledge of the expertise of BHN practitioners.
3. Skill/ interest in use of social media in promotion of non-profit organizations.

### **REQUIREMENTS**

1. Must have time available for BHN work.
2. Must be able to communicate with others via electronic and other media.
3. Commitment to meeting needs of BHN members.
4. Commitment to bringing current information to BHN members, the dietetics community, and the public as a whole.
5. Interest in networking with other professionals to improve the operations of BHN.

### **RESPONSIBILITIES**

1. Ensures that content provided on social media is reputable and consistent with BHN's vision, mission, values, and goals.
2. Develops and implements consistent schedule for using social media applications including Twitter, Facebook, Pinterest, and LinkedIn.
3. Use BHN and Academy calendar of events to communicate BHN business, networking opportunities, and nutrition information.
4. Facilitates Twitter chats based on BHN member interest.
5. Upon completion of term of office, ensures that all files/ access information is provided for the incoming Social Media Coordinator.

Adopted: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: CHAIR, SPONSORSHIP**

**TERM:** Two years; appointed by Chair, non-voting member of EC.

**PURPOSE:** Develop and implement strategy for fundraising

**REPORTS TO:** Public Relations Director

### **QUALIFICATIONS**

1. Active member of the BHN DPG and the Academy of Nutrition and Dietetics (the Academy).
2. Experience in district, state, and/or national organizational units of the Academy or other health/nutrition organizations.
3. Demonstrated knowledge of the expertise of the BHN practitioners.
4. Experience with or interest in developing strategies for fundraising for profit or non-profit organizations.

### **RESPONSIBILITIES**

1. Works with EC to develop guidelines for external collaboration and ensure they are up-to-date and accurate.
2. Review/revise sponsorship levels, advantages and benefits in June. Present to the Executive Committee for approval.
3. Work with Chair Elect and Treasurer to determine funds required to complete Plan of Work.
4. Requests member volunteers via the BHN Newsletter and/or website.
5. Establishes companies and contacts to be approached as sponsors. Using committee members makes specific assignments and dates for completion.
6. Coordinates any contracts with the Academy DPG manager to ensure Academy policies are followed.
7. Works with Chair Elect to find sponsorship for FNCE® the following year.
8. Contributes to the Newsletter and Website identifying strategic partners and contributing companies.
9. Supports the goals of BHN and the work of the Executive Committee.
10. Maintain files and sends pertinent materials to next Sponsorship Chair..
11. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with fiscal policy and procedure.
12. Completes other duties as assigned.

Adopted: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: WEBINAR COORDINATOR**

**TERM:** Two Years; Appointed by Chair, term begins June 1<sup>st</sup>. Non voting member of EC

**REPORTS TO:** Public Relations Director

**PURPOSE:** Coordinates Webinars including communication, hosting, and troubleshooting.

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Demonstrated knowledge and expertise of BHN practitioners.
3. Knowledge and experience in webinar development and maintenance.

### **REQUIREMENTS**

1. Must have time available for BHN work. This position requires approximately 2-3 hours per week. Must be able to facilitate and host 4-5 webinars per year. Time commitment may fluctuate during year with more time needed prior to/during webinars.
2. Must be able to communicate with others via electronic and other media.
3. Knowledge and understanding of DPG Policy C-14- Continuing Professional Education.
4. Commitment to meeting the needs of BHN members.
5. Interest in networking with other professionals to improve the operations of BHN.

### **RESPONSIBILITIES**

1. Schedules and conducts BHN Webinars.
2. Assures that all content has been approved for posting.
3. Together with the Public Relations Director acts as liaison to Webinar Attendees and Speakers/Panelists.
4. Processes webinar updates to the BHN website and Newsletter: [www.bhndpg.org](http://www.bhndpg.org) through Website Coordinator and Newsletter Editor.
5. Consolidates information from the speakers for distribution to members on webinar topic, speaker bio and registration information. Completes and submits CPEU request form for each webinar to Academy DPG manager for approval. Forwards approved CPEU certificate to webmaster for posting. Develops e-blast and forwards to the DPG Manager for approval. Website coordinator will ensure information is posted on website/ distributed via e-blast.
6. Checks DPG website on regular basis to assure webinar content is current and accurate.
7. Suggests webinar improvements to the Executive Committee.
8. Troubleshoots webinar problems with the panelists and attendees.
9. Works with EC committee to coordinate and manage webinar process including e-blasts, communicating with selected speakers, and other panelists.
9. Provides information regarding activities to Public Relations Director on a monthly basis.
10. Upon completion of term, ensures that all files are provided to the incoming Webinar Coordinator and acts as a resource to that person.

Adopted: July 2009; Revised: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: CHAIR, PUBLICATIONS**

**TERM:** Appointed by Chair for two years. Voting member of EC. May be reappointed by mutual agreement.

**PURPOSE:** Responsible for overseeing all practice group publications including the quarterly newsletter and professional resources.

**REPORTS TO:** Chair

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN.
2. Experience in publishing print and electronic media.
3. Demonstrated knowledge and expertise of BHN practitioners.
4. Experience in writing, editing, proof reading, and following Academy style manual.

### **REQUIREMENTS**

1. Time available for practice group work. (Approximately 3 hours per week). Time requirements may fluctuate based on work load i.e. may increase during publication revision process or during creation of new material.

### **RESPONSIBILITIES**

1. Reports to BHN Chair.
2. Assumes overall responsibility for final editions of all BHN publications, excluding BHN Newsletter.
3. Solicits content and develops products to be published by BHN. Oversees revision of content for later editions when deemed appropriate.
4. Explores different options for distribution of materials and communicates this information to Executive Committee for review. Monitors quality and cost of services provided and makes recommendations for improvements as needed.
5. Oversees printing and/or electronic publication of BHN publications, fills orders, and maintains an inventory and re-orders stock when appropriate, while preparing for the goal of on-line ordering fulfillment via download as appropriate.
6. Follows all Academy and BHN publications policies and protocols, including copyright laws. See "Publications" section in these Guiding Principles.
7. Serves on the Newsletter Review Committee, provides feedback regarding content and topic relevance.
8. Works with Newsletter Editor to promote BHN publications through excerpts, announcements of new publications, and other newsletter items as applicable.
9. Works to promote BHN publications through internal means, such as BHN website and EML, and external means, including other DPG Newsletters, Academy Journal, and non-Academy publications and outlets.
10. Works with website coordinator to ensure information on DPG website is up-to-date and accurate.

11. Acts as liaison to webmaster in conjunction with website coordinator.
12. Works with EC to determine best practice for managing website and works with DPG Manager to solicit bids.
13. Performs other duties as specified in BHN Guiding Principles or as designated by the Executive Committee.
14. Upon completion of term ensures that all files are provided to the incoming Publications Chair and acts as a resource to that person.

Adopted: June 2008

Revised: October 2013

## **Behavioral Health Nutrition (BHN) DPG: Job Descriptions**

### **TITLE: COORDINATOR, WEBSITE**

**TERM:** Two Years, appointed by Chair, term begins June 1<sup>st</sup>. Position may be reappointed with mutual agreement, non voting member of EC.

**REPORTS TO:** Publications Chair

**PURPOSE:** Act as liaison between website provide and DPG

### **QUALIFICATIONS**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
2. Demonstrated knowledge and expertise of BHN practitioners.
3. Knowledge and experience in website development and maintenance.

### **REQUIREMENTS**

1. Must have time available for BHN work. This position requires approximately 2-3 hours per week. Time commitment may fluctuate with an increase during transition period in May and June to ensure website is updated properly.
2. Must be able to communicate with others via electronic and other media.
3. Reports to the Publications Chair.
4. Commitment to meeting the needs of BHN members.
5. Interest in networking with other professionals to improve the operations of BHN.

### **RESPONSIBILITIES**

1. Acts as point person for updating BHN website, sending approved e-blasts and general maintenance of DPG website.
2. Together with the Publications Chair acts as liaison to the webmaster.
3. Ensure that content updates are completed in a timely manner either by making changes themselves or communicating changes to webmaster
4. Sends Academy approved e-blasts to membership upon request of Executive Committee members.
5. Conducts monthly reviews of the website to assure content is current and accurate.
6. Suggests website improvements to the Executive Committee.
7. Troubleshoots website problems with the webmaster.
8. Participates in selection of new webmaster as needed.
8. Provides information regarding activities to Publication Chair on a monthly basis.
9. Upon completion of term, ensures that all files are provided to the incoming Website Editor and acts as a resource to that person.

Adopted: July 2009

Revised: October, 2013

## **Behavioral Health Nutrition DPG: Job Description**

### **TITLE: EVENT COMMITTEE (Event Chair, Co-Chair, Past Chair)**

**TERM:** Appointed position; Three-year term beginning on June 1 through May 31<sup>st</sup> at the end of the third year; Non-voting member of EC Committee; First year serves as Event Co-chair, Second year serves as Event Chair, Third year serves as Past Chair.

**PURPOSE:** Envision, plan, organize and execute key events of the DPG

**REPORTS TO:** Public Relations Director

### **QUALIFICATIONS**

4. Is an active member of the Academy of Nutrition and Dietetics (the Academy) and BHN DPG.
5. Current practice in the field of behavioral health nutrition and demonstrated knowledge in the expertise of BHN practitioners.
6. Experience in district, state and/or national organizational units of the Academy or other health/nutrition organizations.
7. Knowledge and experience in event planning for an affiliate group or other organization.
8. Visionary mindset to form collaborations between BHN stakeholders.

### **REQUIREMENTS**

4. Time available for DPG work and willingness on the part of the employer to permit time for performance of duties. This position requires a minimum of 8 hours per month with increased time leading up to planned events.
5. Commitment to group decision making and meeting the needs of all groups included within BHN
6. Strong organizational, communication and leadership skills.

### **RESPONSIBILITIES**

14. Event Chair recruits and manages committee members and activities; Event Co-Chair and Past-Chair support the Event Chair in planning and carrying out DPG events of key member groups.
15. Collaborates with and communicates regularly with the Public Relations Director and the Executive Committee as needed to identify, plan and execute key DPG events, including member events at FNCE® and workshops, symposiums or other events as determined by the EC.
16. Participates in monthly Public Relations team meetings (conference calls); and monthly Executive Committee meetings; submits agenda items and activity report to PR Director and Secretary for EC meetings at least three days prior to meeting date.
17. Establish and maintain relationships with event stakeholders. This will include, but is not limited to, the Academy of Nutrition and Dietetics, current BHN sponsors, policy and advocacy groups, and independent entities that represent the vision and ideals of BHN DPG.
18. Travel, as required, for execution of events.

19. Develop supporting materials and educational handouts in collaboration with BHN EC members.
20. Upon completion of term, ensures that all files are provided to the incoming Event Chair and acts as a resource to that person as Past Chair.

Adopted: November 2015

Revised: March 2016

## **Behavioral Health Nutrition (BHN) DPG: Job Description**

### **TITLE: FACT SHEET EDITOR**

**TERM:** Appointed by Chair for two years. Non-voting member of EC. May be reappointed by mutual agreement.

**PURPOSE:** Responsible for coordinating the development and completion of Fact Sheets.

**REPORTS TO:** Publications Chair

### **QUALIFICATIONS:**

1. Active member of the Academy of Nutrition and Dietetics (the Academy) and BHN.
2. Demonstrated knowledge and expertise of BHN practitioners.
3. Experience in writing, editing, proof reading, and following Academy style manual.

### **REQUIREMENTS:**

1. Time available for practice group work. (Approximately 1 hour per week) Time requirements may fluctuate based on work load i.e. may increase during revision or editing process.
2. Ability to follow Academy and Practice group guidelines for publications.

### **RESPONSIBILITIES:**

1. Reports to Publications Chair.
2. Assumes responsibility for Fact Sheet development and publication.
3. Works with Resource Professionals for each discipline to determine appropriate fact sheet topics and original and second author.
4. Ensures Author Releases are obtained from authors for Fact Sheets.
5. Distributes Fact Sheet author guidelines to authors.
6. Develops schedule for completion of Fact Sheets and communicates progress to Publications Chair on regular basis.
7. Edits submitted fact sheets according to Academy and DPG guidelines/ expectations.
8. Works with EC to find fact sheet reviewers (3) with expertise in practice area.
9. Re-edits Fact Sheets as needed based on reviewer recommendations.
10. Submits finalized Fact Sheet drafts to Academy for approval.
11. Makes corrections on fact sheets based on Academy feedback as needed.
12. Coordinates formatting of fact sheet. Reviews formatting for final draft.
13. Submits final draft to Website Coordinator for publication on website.
14. Develops system for reviewing completed fact sheets periodically (to be determined by EC) to ensure information is accurate and up-to-date.
15. Works with Publications Chair and Chair on most cost effective formatting option.
16. Ensures that final copies of fact sheets are saved securely.

Adopted 4/2016