

## Job Descriptions for DEP Executive Committee Elected Positions

Qualifications for elected officers and appointees shall include:

- Only members of ADA and current members of DEP in good standing may hold
- elected office
- No person shall hold more than one elected office in DEP in a fiscal year
- Area Representatives must reside in the geographical area they represent
- Chair-elect shall have served as an elected or appointed member of the Executive Committee of DEP in the past four (4) years

**Chair.** The Chair will serve for one (1) year.

Functions, the chair will:

- serve as chair of DEP and the Executive Committee
- have the general powers of supervision and active management of DEP
- preside over meetings of the Executive Committee and/or members
- appoint the chair and members of any special committees of the DPG and define the reporting mechanism and function of the special committee to the Executive Committee
- serve as the liaison to the DPG Relations Team and the Professional Issues Delegate
- perform other duties as specified in the current job description

**Chair-elect.** The Chair-elect will serve for one (1) year.

Functions. The Chair-elect will:

- serve as a member of the Executive Committee
- perform the functions of the office of Chair in the Chair's absence or when the Chair is unable to perform the functions of the Chair as determined by the Executive Committee
- appoint the chair and members of all standing committees to serve during the Chair elect's term as chair
- assume responsibility for the development of the program of work in conjunction with the long-range plan for DEP
- plan, organize and coordinate educational program at the ADA Food & Nutrition Conference & Expo and work with the Treasurer to prepare the next annual budget
- perform other duties as specified in the current job description or as designated by the Executive Committee
- update the Area Meeting Planning Guide

**Past Chair/Advisor.** The past Chair will serve for one (1) year.

Functions. The Past Chair/Advisor will:

- serve as a member of the Executive Committee
- Serve as ex-officio, non-voting member of the Nominating Committee
- be responsible for submitting national award nominees
- perform those duties as specified in the current job description or as designated by the Executive Committee

**Treasurer.** The Treasurer will assume office for two (2) years beginning in an even numbered year. Functions. The Treasurer will:

- serve as a member of the Executive Committee
- advise the Executive Committee in the preparation of the annual budget of DEP,
- approve the collection and disbursement of all monies and authorize contracts and service agreements
- report the financial status of DEP to members annually
- serve as an advisor to successor
- perform other duties as specified in the current job description or as designated by the Executive Committee

**Secretary.** The Secretary will assume office for two (2) years beginning in an odd numbered year. Functions. The Secretary will:

- serve as a member of the Executive Committee
- be responsible for ensuring that the minutes of the meetings of the Executive Committee and of the DEP membership meeting(s) are recorded, reviewed and filed at the ADA Headquarters
- direct that the official ballot is distributed to members by mail or electronically
- notify each candidate for office of the results of the election and inform the membership in the next issue of the DEP-LINE
- Maintain official documents of DEP including Guiding Principles
- perform other duties as specified in the current job description or as designated by the Executive Committee

**Chair of the Nominating Committee.** The Chair of the Nominating Committee will serve for one (1) year.

Functions. The Chair of the Nominating Committee will:

- serve as a member of the Executive Committee
- prepare a slate of prospective officers for presentation to the DEP membership; The
- slate shall consist of Chair-elect, Treasurer or Secretary, Area Representatives as indicated and Nominating Chair
- perform other duties as specified in the current job description or as designated by
- the Executive Committee

**Area Representatives.** The Area Representatives will serve for two (2) years. Area Representatives representing an even numbered area shall be elected in the odd year, likewise Area Representatives representing an odd numbered area shall be elected in an even numbered year.

Functions. The Area Representatives will:

- serve as a member of the Executive Committee
- plan and manage Area Meetings annually
- serve as an advisor to successor
- serve as a member of the Nominating Committee
- perform other duties as specified in the current job description or as designated by
- the Executive Committee