PRESIDENT

The President shall: (Article IX, Section 2)

1. Serve for one (1) year and be the Chief Executive Officer of the CT Academy and Chair of the Executive Committee and the Board of Directors, and then shall serve one (1) year as Past President and member of the Executive Committee.
2. Preside/set agenda at all meetings of the CT Academy, the Executive Committee, and the Board of Directors.
3. Oversee all business of the CT Academy.
4. Be a member of the Finance Committee.
5. Be a member ex officio without vote of all Standing and Special Committees, except the Nominating Committee.
6. Appoint the Chair of any Standing and Special Committees.
7. Appoint official representatives to allied groups subject to the approval of the Executive Committee.
8. Keep membership informed of state activities via a variety of communication (e.g. *Bulletin*, listserv, website and other electronic communication).
9. Make suggestions with the assistance of the Executive Committee for Academy Awards, Honorary members, national offices, and state leaders, and submit the names to the Academy Headquarters as requested.
10. Represent the CT Academy at all meetings and activities planned for Presidents at the Academy of Nutrition and Dietetics Food & Nutrition Conference and Exhibition.
11. Appoint/nominate a new BOD member to fill vacancies due to resignation/removal.
12. Have general powers of supervision and active management usually vested in the office of president.
13. Represent the CT Academy in all ceremonial and protocol functions, or delegate another person to do so.
14. Ensure that the Strategic Plan is used to develop an annual program of work for the BOD. Plan means of communicating the program to all members.
15. Receive regular reports from the BOD members.
16. Prepare Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
17. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Monitor and submit updated Strategic Plan on a regular basis.
d) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
e) Communicate BOD activities to your committee members.

f) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/15

PRESIDENT-ELECT

The President-Elect shall: (Article IX, Section 3)

1. Be elected by the membership to serve for one (1) year as a member of the Executive Committee and the Board of Directors, and shall then automatically become President of the CT Academy.
2. Perform the functions of the office of President in the absence, disability or removal of the President.
3. Appoint the chairpersons of all standing and special committees to serve during the President-Elect's term as President.
4. Assist the President with the development and implementation of the Strategic Plan.
5. Ensure that the Strategic Plan is a working document and monitored regularly.
6. Be a member of the Finance Committee.
7. Serve as Chair of the Policy and Procedure/Bylaws Committee and maintain a current Operations Manual for the CT Academy to reflect policy or procedural changes of the Executive Committee and Board of Directors.
8. Be familiar with the duties and responsibilities of the President and all other officers and act as coordinator of committees that impact the internal affairs of the CT Academy.
9. Represent the CT Academy at the annual Academy FNCE if the President is unable to attend.
10. Perform such other duties as may be designated by the Executive Committee or President.
11. Assist President in the preparation of Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
12. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/15

PAST-PRESIDENT

The Past-President shall: (Article VI, Section A)

1. Serve for one (1) year on the Board of Directors and be a member of the Executive Committee.
2. Be a member of the Finance Committee.
3. Provide consultation to the President and/or President-Elect regarding CT Academy matters requiring historical data or perspective upon request.
4. Make suggestions to the President and the Executive Committee for Academy Awards, Honorary members, National offices and State leaders.
5. Serve as a resource to committees as appropriate.
6. Serve as an ex-officio member of the Nominating Committee.
7. Perform such other duties as may be designated by the Executive Committee or President.
8. Assist President in the preparation of Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
9. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/15

DELEGATE

The <u>Delegate</u> shall: (Article IX, Section 4)

1. Be elected by the members, serve for three (3) years and be a member of the Executive Committee and the Board of Directors. (Academy Bylaws, 2002)
2. Have a working knowledge of the Bylaws of the Academy, CT Academy, the Standing Rules of the House of Delegates and the Manual for members of the House of Delegates.
3. Accepts appointments for HOD committees, subcommittees and task forces and Tactical Workgroups and completes assigned tasks.
4. Assesses, addresses and communicates professional and member issues and concerns from the membership to the HOD Leadership Team.
5. Assists in orientation of and transfer of information to new delegate to ensure continuity.
6. Contributes to and participates in achieving goals for HOD and HOD committees.
7. Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns and interests of members.
8. Maintains communication with through mechanisms developed by HOD; may include attendance at meetings or on conference calls, writing articles, soliciting input; facilitating group discussions at established times, such as Academy FNCE, affiliate, DPG, CDR, CADE or student meetings or designated teleconferences.
9. Maintains communication with HOD Leadership Team and responds to requests from Speaker and House committees.
10. Monitors the Academy budget and addresses issues via HOD representatives on Finance & Audit Committee.
11. Monitors the functions of the HOD to ensure compliance with the Bylaws and policy and procedures.
12. Participates in discussions, makes and votes on motions.
13. Participates in electronic dialogues, deliberations and voting in the HOD communication platform (i.e. My Groups/My Committees).
14. Participates in HOD activities to identify and prioritize trends in the profession.
15. Participates in HOD meetings and formal electronic dialogues.
16. Presents verbal and written reports of House actions and relevant CT Academy activities to members through meetings and publications in newsletters or other mailings.
17. Act as a resource person regarding current developments in all areas of CT Academy activities/policies.
18. Send copies of all pertinent correspondence to the CT Academy President and President-Elect.
19. Confer with Member-at-Large, providing information and materials needed.
20. Serve as a member of the Policy and Procedure/Bylaws Committee.
21. Attend all Executive Committee, Board of Directors and Annual Meetings, and report.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/20/15

MEMBER-AT-LARGE

The <u>Member-at-Large</u> shall: (Article IX, Section 5)

1. Shall be elected by the membership to serve for two (2) years as a member of the Executive Committee and the Board of Directors.
2. Serve on the Membership Committee.
3. Serve as a liaison to CT Academy committees and to outside groups as requested by the President.
4. Attend all meetings of the CT Academy, Executive Committee and the Board of Directors.
5. Assist in legislative efforts as needed and with gaining recognition of RDN's as healthcare providers in State agencies.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/12/15

TREASURER

The <u>Treasurer</u> shall: (Article IX, Section 6)

1. Be elected by the membership to serve for two (2) years as a member of the Executive Committee of the Board of Directors and Chair of the Finance Committee.
2. Work closely with the Executive Office to oversee custody of all funds and securities of the CT Academy, and see that full and accurate records of all accounts and all income and disbursements are kept in books belonging to the CT Academy.
3. In conjunction with Finance Committee, prepare the annual budget of the CT Academy
4. Direct the collection and disbursement of all monies of the CT Academy. Distribute committee budgets to chairs and monitor expenditures of each committee to ensure adherence to budget.
5. Prepare quarterly financial reports for the Executive Committee and year-end financial statements submitted to the membership.
6. See that full and accurate records are kept. Submit to a Certified Public Accountant for review or audit.
7. File required income tax statements when due.
8. See that reimbursement procedures are followed.
9. Retain copies of the Financial Statements for the past five (5) years to be used as reference for the Finance and Executive Committees
10. Plan an orderly transition from the current CT Academy Treasurer to the newly-elected Treasurer. Coordinate the transition of account authorizations for Treasurer, Treasurer-Elect, and President, President-Elect.
11. Have any and all powers and functions usually vested in the office of the Treasurer.
12. Assist President in the preparation of Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
13. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.
14. Function as the primary liaison to the CPA. All communications to the CPA is to come through the acting Treasurer.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/16/15

TREASURER-ELECT

The <u>Treasurer-Elect</u> shall: (Article IX, Section 6.1)

1. Be elected by membership to serve for one year as a member of the Board of Directors and Finance Committee.
2. Work closely with the Treasurer, as a trainee, to become acquainted with all duties of the Treasurer such as, oversight of custody of funds and securities, financial record maintenance, financial report preparations, filing of income tax statements for the accountant, reimbursement of funds to members, and other financial duties that may arise.
3. Prepare for one year term as Treasurer.
4. Assist President in the preparation of Year End Report on CT Academy activities and Strategic Plan achievements/deficiencies.
5. Attend all meetings of the CT Academy, Finance Committee and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/16/15

SECRETARY

The Secretary shall: (Article IX, Section 7)

1. Be elected by the membership to serve for two (2) years as a member of the Executive Committee and the Board of Directors.
2. Be responsible for the preparation and distribution of minutes for all meetings, including conference calls, of the Executive Committee and Board of Directors. Include all handouts and documents disseminated at the meetings according to the Operations Manual.
3. Provide all correspondence and records from your tenure to the incoming Secretary.
4. Be responsible for maintaining written record of all motions made and actions taken at Executive Committee and Board of Directors meetings.
5. In the temporary absence of an Executive Office Manager, will carry out the most pertinent EOM duties at that time.
6. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/12/15

COUNCIL ON PROFESSIONAL ISSUES CHAIR

The <u>Council on Professional Issues Chair</u> shall: (Article IX, Section 8)

1. Serve for one (1) year as a member of the Executive Committee and the Board of Directors of the CT Academy.
2. Serve as the Program Committee Chair for the Annual meetings:
   a) Recruit members to the Program Committee as needed.
   b) Plan, coordinate, and present Annual meetings. Select timely, appropriate meeting topics that respond to the needs of the membership.
   c) Submit estimated budget (expenses and revenue) to Executive Committee and Treasurer for approval. Sign contracts for meeting facilities.
   d) Provide required credit approval information to EOM.
   e) Coordinate publicity for meetings with Public Relations Committee. Write articles for the *Bulletin* and website. Coordinate dates and locations of CT Academy Annual Meetings with the Academy and other organizations' calendars.
3. Train CPI Chair-elect to perform functions of CPI Chair.
4. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/12

COUNCIL ON PROFESSIONAL ISSUES CHAIR-ELECT

The Council on Professional Issues Chair-Elect shall: (Article IX, Section 9)

1. Be elected by the state membership to serve for one (1) year as a member of the Board of Directors, and shall then automatically become Chair of the Council on Professional Issues.
2. Perform the functions of the Chair in the absence or disability of the Chair.
3. Assist CPI Chair with coordination of the Annual meetings:
   a) Coordinate exhibitor solicitation and advertising for Annual meetings with Executive Office. Maintain updated listing for exhibitor mailings.
   b) Appoint chair for Poster Session.
   c) Plan and coordinate the Exhibitor and Poster sessions. Maintain communication with EOM related to meeting details. Arrange layout of exhibitor hall. Send thank you letters to exhibitors.
   d) Assist CPI Chair with other meeting planning duties as required.
4. Perform other duties as may be designated by the Executive Committee.
5. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/20/15

NOMINATING COMMITTEE CHAIR

The <u>Nominating Committee Chair</u> shall: (Article IX, Section 10)

1. Be elected by the membership to serve a two (2) year term on the Board of Directors. Serve one (1) year in the Chair-Elect position of the Nominating Committee and one (1) year as Chair of the Committee.
2. Coordinate and direct the activities of the Nominating Committee.
    a) Solicit nominees from the membership and Board of Directors.
    b) Develop a slate of officers which provides at least two (2) nominees with the assistance of the EOM as needed. Ensure candidates meet qualifications for office as stated and are members of the CT Academy of Nutrition and Dietetics. Single slate ballot must be approved by the EC.
    c) Obtain consent, either verbal or via email, from each person whose name is to appear on the ballot.
    d) Obtain a statement of goals from each of the candidates for president-elect as well as a data sheet and photo from all candidates.
    e) Present slate of candidates to Executive Committee prior to mailing of ballot to membership.
    f) Assist in the preparation of the ballot.
3. Maintain files and any excel spreadsheets which should include: Qualification for elected offices, important correspondence, ballot information and forms and records of persons contacted and their responses regarding willingness to be on the ballot now and in the future.
4. With the help of the Nominating Committee notify all candidates of results of their position within 10 days of the close of voting by email, phone or letter. Encourage newly elected officers to attend the Spring meeting.
5. Advise the nominating committee of the results of the ballot upon receiving from EOM.
6. Submit results of the ballot to the *Bulletin* by next *Bulletin* deadline and arrange for results to be posted on the CT Academy listserv and website by June 1st.
7. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/12/15

AWARDS COMMITTEE CHAIR

The Awards Committee Chair **shall: (Article XIII, Section 1A)**

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary, minimum 4 members not including chair. Committee member shall be eligible to serve no more than (5) consecutive terms. One member should be a DTR, not mandatory but preferred.
3. Access all necessary documents and deadline dates from the Academy's website and develop timeline to meet those dates.
4. Coordinate the solicitation and selection of nominees for :

   Affiliates
   a. EDL (Emerging Dietetic Leader)
   b. ODSA (Outstanding Dietetic Student Award)
   c. ODY (Outstanding Dietitian of the Year)
   d. RDTY (Registered Dietetic Technician of the Year)
   e. RYDY (Recognized Young Dietitian of the Year)NDEP
   f. ODEA (Outstanding Dietetic Educator Award)

5. Report results to the Executive Committee
6. Notify nominees of final results and award presentation date.
7. Submit articles to CT Academy website, listserv and other social media as needed to keep membership informed of committee activities.
8. Coordinate publicity of awardees with the EOM for website, listserv, and social media. Coordinate publicity with Marketing/Public Relations.
9. Coordinate display (photo and bio) of awardees at Spring Meeting.

Responsibilities as a BOD member:

a) Conduct CT Academy business according to the Operations Manual.
b) Attend all meetings of the CT Academy and the Board of Directors.
c) Maintain current files.
d) Provide updates/reports to President prior to each scheduled BOD meeting.
e) Monitor and submit updated Strategic Plan on a regular basis.
f) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
g) Communicate BOD activities to your committee members.
h) Assist in the orientation of and transfer of information to new appointee for Awards Chair position.

Revised 1/12/2015

DIETETIC EDUCATORS COMMITTEE CHAIR

The <u>Dietetic Educators Committee Chair</u> shall: (Article XIII, Section 2)

1. Be appointed by incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Represent the Connecticut dietetic educators at the CT Academy Board of Directors meetings.
3. Maintain list of state Dietetic Educators and conduct a minimum of two committee meetings per year to discuss relevant issues related to didactic, supervised practice or graduate dietetic education, as well as, student meeting planning.
4. Plan and organize student programming and activities at CT Academy events such as the fall <u>or</u> spring CT Academy Annual Meeting.
5. Solicit student and educator involvement in CT Academy events and projects.
6. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/16/15

NUTRITION AND DIETETICS TECHNICIAN, REGISTERED (NDTR) COMMITTEE CHAIR

***The <u>NDTR Committee Chair</u>* shall: (Article XIII, Section 2)**

1. Be appointed by incoming President, with input from current chair, to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.

2. Select as many members to serve on the committee as deemed necessary.

3. Represent the committee at the CT Academy Board of Directors meetings.

4. Maintain list of state Nutrition and Dietetic Technicians, Registered (NDTRs) and NDTR students provided by EOM.

5. Conduct a minimum of two committee meetings per year to discuss relevant issues related to the practice of NDTRs.

6. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/12/15

FINANCE COMMITTEE CHAIR

The <u>Finance Committee Chair</u> shall: (Article XIII, Section 1C)

1. The Treasurer will serve as the Chair and lead Finance Committee meetings
2. The committee includes the President, President-Elect, the immediate past-President, Treasurer-Elect and Delegate.
3. Plan the CT Academy's Annual Budget utilizing information from past budget committees and the current strategic plan. Budget is to be submitted to the Executive Committee by the end of the fiscal year for approval.
4. Review standard costs and reimbursement policies.
5. Review fiscal policies and procedures of the CT Academy for investment of funds.
6. Select and recommend the Accountant who will conduct the biannual examination of the CT Academy's financial records.
7. Attend all meetings of the CT Academy, Executive Committee and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/16/15

FOOD SECURITY COMMITTEE CHAIR

The *Food Security Committee Chair* shall: (Article XIII, section 2)

1. Be appointed by incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2.
3. Select a Co-Chair and as many members to serve on the committee as deemed necessary, including the option of appointing a Student Co-Chair when interest exists.

4. Represent the committee at the CT Academy Board of Directors meetings and report on Food Security/Hunger related issues.

5. Organize and participate in state and CT Academy led initiatives related to Food Security.

6. Conduct a minimum of two (2) committee meetings per year to discuss relevant issues related to Food Security, plan/organize initiatives and share information with committee members.

1. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on regular basis.
e) Submit budget requests to the Finance Committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to you committee members.
g) Assist in the orientation of and transfer of information to new appointee.

Revision 1/12/15

FUNDRAISING/ANDF STATE DEVELOPMENT CHAIR

The <u>Fundraising/ANDF State Development Chair</u> shall: (Article XIII, Section 2)

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary.
3. Serve as a communications link between the Academy Foundation and the members of the CT Academy.
4. Conduct fundraising events within the State to raise funds for the Polly Fitz scholarship fund and the ANDF general fund and the CT Academy.
5. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/30/15

MEMBERSHIP COMMITTEE CHAIR

The <u>Membership Committee Chair</u> shall: (Article XIII, Section 2)

1. Be appointed by the incoming President to serve one (1) year as a member of The Board of Directors, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary.
3. Promote the recruitment of new members and the retention of current members.
4. Ensure there is information on the Academy and its programs (including affiliate or DPG programs) at every meeting and CPE program.
5. Maintain communication with Dietetic Educators to promote Academy membership to their students.
6. Work with EOM to contact non-renewing members.
7. Maintain knowledge of the Academy's membership and recruitment campaigns and communicate that information to current and past affiliate membership.
8. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/20/15

NATIONAL NUTRITION MONTH CHAIR

The <u>National Nutrition Month Chair</u> shall: (Article XIII, Section 1)

1. Be appointed by incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.
2. Select as many members to serve on the committee as deemed necessary.
3. Plan and coordinate NNM activities based upon the Academy's "theme":
    a) Coordinate at least one (1) conference call or other form of communication with the President by January 15th.
    b) Coordinate at least one (2) conference call or other form of communication with Public Relations Committee.
    c) Write at least three (3) communications to the membership via the CT Academy listserv, on Facebook or Twitter in anticipation of NNM during January, February and beginning of March.
    d) Communicate to CT Academy members at least one (1) time during NNM.
4. Write a summary article/final evaluation report for the CT Academy Bulletin and website.
5. Share final report at CT Academy Board meeting.
6. Attend all meetings of the CT Academy and Board of Directors or assign a designee if cannot be in attendance.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee including a digital file folder with volunteer list, strategic plan, final evaluation report, and board member list.

Revised 1/ 20/15

PUBLIC POLICY COORDINATOR (PPC)

The <u>Public Policy Coordinator</u> shall: (Article XIII, Section 1D)

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed.
2. Be eligible to serve as the Public Policy Panel Chair.
3. Develop a public policy agenda based on CT Academy goals, state and federal legislative issues and provide updates to the CT Academy BOD at each meeting.
4. Coordinate CT Academy positions, testimony, and lobbying activities with the committee and other partnership organizations at the federal level.
5. Promote the goals of the Academy's Political Action Committee (ANDPAC). Encourage and promote member donations to ANDPAC.
6. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised1/16/15

PUBLIC POLICY PANEL CHAIR

The <u>Public Policy Panel Chair</u> shall: (Article XIII, Section 1D)

1. Be either the Public Policy Coordinator, State Policy Representative, or State Regulatory Specialist. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed.
2. Coordinate the activities of the Public Policy Panel, whose members include the State Policy Representative, State Regulatory Specialist, Reimbursement Chair and other members as needed to complete the work of the committee.
3. Establish and maintain a system to identify and organize members in the state with expertise in various practice areas that can be called upon to write testimony, develop talking points, and communicate issues to legislators.
4. Inform the membership of current public policy issues through articles in the *Bulletin,* website, and listserv.
5. Provide skills training to members and encourage member participation in public policy at the state and federal levels.
6. Coordinate the selection of a recipient and the presentation of the Distinguished Legislator Award as appropriate.
7. Attend the Academy's Public Policy Workshop or designate committee member to attend.
8. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/16/15

PUBLIC RELATIONS COMMITTEE CHAIR

The <u>Public Relations Committee Chair</u> shall: (Article XIII, Section 1F)

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year and shall be eligible to serve for no more than three consecutive terms in the same office.
2. Select as many members to serve on the Committee as deemed necessary and appoint subcommittees for social media channels such as Facebook, Blogs and Twitter. .
3. Meet with the Public Relations Consultant/Firm for weekly phone conferences to review public relations activities and recommendations.
4. Solicit/coordinate volunteers and work with the PR Consultant/Firm to monitor newspapers and social media channels throughout the state for CT Academy events/member activities and to submit such clippings to the committee.
5. Send photographs and social media files of CT Academy events/activities to EOM for Archives.
6. Work with the PR Consultant/Firm in:
   a. developing and maintaining a list of contact persons in media, i.e., state newspapers, radio stations, broadcasting stations.
   b. preparing publicity releases to local newspapers, radio and television stations about state and national CT Academy activities with the Public Policy Plan
7. Develop and keep current speakers' bureau and list of member experts and coordinate media requests with the PR Consultant/Firm.
8. Forward Public Relations Consultant/Firm monthly reports the CT Academy Executive Committee.
9. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/20/15
PR Committee temporarily suspended due to PR contract 7/12

REIMBURSEMENT REPRESENTATIVE

Purpose of position: Reimbursement Representatives serve as a local resource for the Academy of Nutrition and Dietetics members who have questions about coding and coverage issues. They help facilitate use of the Academy's coding and coverage resources, and coordinate local advocacy efforts to expand federal and state nutrition coverage policies. Some affiliates or DPGs have created a reimbursement committee so leaders in their district associations are involved and have access to state-wide coverage activities and information. Reimbursement Representatives and their committees require affiliate/DPG funding to support their activities.
Length of service: Two (2) years
Expected time commitment: Four hours or more per month

Position reports to: Affiliate President or DPG Chair
Ideal candidate for this position (or special skills needed):

- Has an understanding of Medical Nutrition Therapy coverage and billing for Medicare, Medicaid and private insurance payers.
- Has experience in a private practice, outpatient facility setting, or office setting where ambulatory MNT services are provided.
- Enjoys public speaking in order to advocate for and initiate coverage activities with local payers.
- Is comfortable answering member questions or responding to member emails on a need-be basis.
- Has the ability to attend Academy-sponsored conference calls during the term.
- Has an interest in reimbursement for RDN-provided nutrition services.

Requirements:

- Stay up-to-date on local or practice area specific MNT (Medical Nutrition Therapy) coverage activities.
- Have a basic understanding of Medicare Part B and Medical Nutrition Therapy benefit rules and regulations. Familiarity with state Medicaid nutrition policies and private insurance coverage polices for RDNs is strongly recommended.
- Be available to respond to calls and emails, and direct members to the appropriate resources for their coding and coverage inquiries.
- Have a basic understanding and previous involvement in affiliate/DPG MNT legislative actions or local coverage initiatives.
- Use or be familiar with the Academy's practice tools and advocacy resources (e.g. the Academy's Evidence-Based Nutrition Practice Guidelines and Toolkits, Medical Nutrition Therapy MNT Works Kit®, the Academy's Nutrition Care Process & Model).
- Participate in Academy-sponsored teleseminars to discuss MNT coverage policies and other coding and coverage activities that impact Academy members.
- Have access to the Internet, e-mail, and Microsoft PowerPoint, Word and Excel software programs.
- Participate in the Academy's Reimbursement Online Community.
- Agree to a two-year term; upon completion of the term, assist in mentoring and training for the incoming representative.

- As necessary, remove self from events that present a conflict of interest between the individual's volunteer work and employment activities.

Responsibilities:

- Communicate with the affiliate/DPG executive committee on topics including Medicare, Medicaid and private sector coverage.
- Share MNT coverage and Medicare Part B MNT benefit information with local members via phone or email communications and through presentations.
- Direct members to federal, state and private insurance coding and coverage resources (through affiliate/DPG and Academy web pages).
- Participate in the Academy's health care reform education and training.
- Support coding and coverage issues on the local level; initiate or help to advance members' coverage activities with third party payers or other decision makers; initiate activities to advance integration of RDNs into alternate healthcare delivery and payment models
- Encourage members to track MNT outcomes data, which is critical for impacting coverage decisions.
- Assist with member "Calls to Action" with the affiliate Public Policy Panel, and participate in Academy coding surveys and activities.
- Collect information on nutrition services coverage in state benchmark plan.
- Communicating with your Affiliate or DPG and the Academy NSC Team if your status as a Reimbursement Representative should change during the course of your service.

Reporting duties:

- Reports to the affiliate president or DPG Chair, as appropriate.
- Communication with the Academy's Nutrition Services Coverage Team (NSC) on an ongoing basis.

Submits quarterly report to NSC Team/Coding and Coverage Committee. The report includes feedback on key outcomes areas such as new or expanded coverage; RDN's participation in quality measures; number of visits to targeted groups; number of coding or coverage articles/presentations to members; and affiliate or DPG Web coverage updates completed. **Travel Requirements:** Attendance at PPW (Public Policy Workshop) is strongly encouraged.

Resources for position:

During the Reimbursement Representative's term, the Academy's Nutrition Services Coverage Team will provide quarterly conference calls, newsletter articles, and other materials of interest. Representatives are encouraged to access the following:
The Academy's Medicare MNT page: www.eatright.org/mnt
The Academy's Coding, Coverage and Compliance page: www.eatright.org/coverage
The Academy's Evidence Analysis Library and Evidence-Based Nutrition Practice Guideline Toolkits: www.andevidencelibrary.com/
**Medical Nutrition Therapy MNTWorks Kit®:* The Kit is a marketing tool that can be used during meetings and presentations to local third-party payers, employer groups and hospital finance and billing departments to expand MNT coverage. A copy of the Kit can be downloaded by members for free at www.eatright.org/members/mntworks.

**Reimbursement On-Line Communities:* The NSC team manages an online tool for members to exchange information and discuss reimbursement topics. The site has a specific community designated for Reimbursement Representative announcements, updates and networking. Visit adareimbursement.webauthor.com.
**Third party payer brochure:* This includes key information on the impact of Medical Nutrition Therapy provided by RDs. This can be shared with health care plans and more. Download a complimentary brochure at http://www.eatright.org/Members/content.aspx?id=7775
**MNT Provider newsletter:* The *MNT Provider* newsletter is a free resource for all Academy members. It has information on Medicare, private insurance, practice management and more. Read it each month at www.eatright.org/mntprovider.
**The Billing Resource for Registered Dietitians*. This billing guide is intended to assist registered dietitians (RDNs) and other medical and billing personnel in the intricacies of reimbursement for medical nutrition therapy (MNT). The Academy of Nutrition and Dietetics collaborated in the development of the Guide, which was funded by the North Carolina Health and Wellness Trust Fund. The Guide includes several sections to help RDNs understand the basics of credentialing, codes, coverage, claims processing and billing resources. Access it at:
http://www.eatright.org/members/billguide11/

Benefit for volunteering in this position

- Special invitations to Academy - sponsored MNT coverage/Medicare/Public Policy workshops.
- Assistance from the Academy's Nutrition Services Coverage team with member communications, presentations, affiliate/DPG MNT coverage newsletter articles, and advocacy efforts.
- Access to MNT coverage/public policy electronic communications.

What Reimbursement Representatives place in their resumes:

- Shared MNT coverage and Medicare Part B MNT information with local members via the phone or email communications and through presentations.
- Supported coding and coverage issues on the local level; initiating or helping to advance members' coverage activities with third party payers or other decision makers.
- Participated on the affiliate's Public Policy Panel as the Medicare, Medicaid and private sector reimbursement expert.

Leadership Advancement: While Reimbursement Representatives often remain in the position for more than one term, some have gone on to become Public Policy Chairs, some have joined the Academy's Coding & Coverage Committee, and some have become affiliate presidents or DPG chairs.

Revised 1/12/15

STATE POLICY REPRESENTATIVE (SPR)

The <u>State Policy Representative</u> shall: (Article XIII, Section 1D)

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed.
2. Be eligible to serve as the Public Policy Panel Chair.
3. Serve as a member of the Public Policy Panel.
4. Coordinate an annual educational event for state legislators and members.
5. Implement goals from the PPP agenda at the state level and track progress as part of the overall plan.
6. Coordinate CT Academy positions, testimony, and lobbying activities with the committee and other partnership organizations at the state level.
7. Track state legislative issues of importance to the CT Academy and oversee CT Academy's response to emerging opportunities and issues.
8. Coordinate meetings with the Governor's office, state legislators and other public officials to increase the visibility of our CT Academy.
9. Serve as the state legislature contact. Identify state legislators who serve on committees with jurisdiction on issues impacting food, nutrition and health legislation. Encourage members to meet with these legislators and become a resource on food, nutrition and health issues.
10. Act as a liaison with the Academy's Director of State Government Relations to collaboratively consider the affiliate's response to emerging opportunities and policies.
11. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Revised 1/20/15

STATE REGULATORY SPECIALIST (SRS)

The <u>State Regulatory Specialist</u> shall: (Article XIII, Section 1D)

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed.
2. Be eligible to serve as the Public Policy Panel Chair.
3. Serve as a member of the Public Policy Panel.
4. Track state regulatory issues of importance to the CT Academy and oversee CT Academy's response to emerging opportunities and challenges.
5. Track and initiate work with the state agencies managed by the governor. Initiate meetings with state agency officials to promote access to RD, DTR, and nutrition services in state regulatory and program initiatives.
6. Identify other decision-makers within state and local agencies whose work will impact CT Academy's goals, particularly those that relate to access to RDs, DTRs, and nutrition services and programs.
7. Maintain a compilation of current statutes and rules that impact dietetics practice, including scope of practice and any other documents that define the requirements and responsibilities for practice in CT.
8. Attend all meetings of the CT Academy and Board of Directors.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Reviewed 1/20/15

LICENSURE CHAIR

The <u>Licensure Chair</u> Shall: (Article XIII, Section 1D)

1. Be responsible for leading an affiliate's consideration and decision-making for dietetics licensure legislation, amendment and implementation.

2. Obtain affiliate board approval for licensure initiatives and keeping the Board informed.

3. Lead licensure committee work including, but not limited to:

    a) The nature and content of licensure proposals – for example, title protection or certification systems, scope of dietetic practice, exemptions, testing requirements, etc.
    b) Draft the measure and gain Academy of Nutrition and Dietetics approval on concepts and language.
    c) Identify outside contacts and develop appropriate strategies for winning licensure.
    d) Develop strategy and tactics for a legislative campaign.
    e) Keep affiliate members informed on developments and status of licensure initiatives.
    f) Collaborate with Academy of Nutrition and Dietetics on process of obtaining licensure

Responsibilities of all BOD members:

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b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Created 7/12

LICENSURE LIAISON

The <u>Licensure Liaison</u> Shall: (Article XIII, Section 1D)

1. Attend all licensure Board meetings and report back to the affiliate Board and public policy panel.

2. Monitor the status of the term of office for RD licensure board members; including dates of term expiration.

3. Assist affiliate board with recommendations for consideration to present to the governor as licensure board members.

4. Keep affiliate board aware of sunset dates and suggested target actions for preparation for sunset.

5. If it becomes necessary to justify the retention of the licensure board with the governor and the state, work with the State Policy Representative and public policy panel members to provide leadership in developing a plan.

Responsibilities of all BOD members:

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b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Created 8/12

VOLUNTEER COORDINATOR

The <u>volunteer coordinator</u> shall (Article XIII, Section 1D)

1. Be appointed by the incoming President, as needed, to serve as a member of the Board of Directors for two years, and may be re-appointed.
2. Attend the CT Academy of Nutrition and Dietetics (CAND) Board of Directors meetings.
3. Collaborate with standing and special committees to recruit volunteers for participation in CAND committees and/or special events. Maintain lines of communication by participating in BOD meetings and via email communications.
4. Help coordinate special events by recruiting volunteers, assist with determining needs and devising a schedule for coverage.
5. Assures that volunteers are CAND members.
6. Distributes volunteer surveys at CAND fall/spring meetings.
7. Maintains a database of volunteers including name, contact information and committees or events of interest.
8. Distributes contact information obtained to the appropriate committee chairs,
9. Works with EOM to construct email blasts to recruit volunteers for special events or committees via the list serve or weekly email updates from CAND.
10. Submits recruitment requests for volunteers to the Bulletin editor as needed.
11. Submit budget requests to the Finance committee and maintain records revenue and expenses.
12. Assist in the orientation of, and transfer of information to new appointee.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.

Created 6/14
Revised 1/12/15

Kids Eat Right Chair

The <u>Eat Right Chair</u> shall (Article XIII, Section 1D)

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve for no more than three (3) consecutive terms in the same office.

2. Kids Eat Right focuses on three main objectives:

a) EDUCATE children, families, communities and policy makers on the importance of high-quality, nutritional foods in childhood obesity prevention efforts.
b) ADVOCATE on behalf of a quality nutrition approach to promote growth and development.
c) DEMONSTRATE the food an d nutrition expertise of registered dietitians through educational programming and advocacy.

3. Support nutritious, healthy eating among children and families in the state of Connecticut with the goal of educating families, communities, and policy makers about the importance of quality nutrition.

4. Use The Kids Eat Right campaign to provide resources to help Connecticut Academy members become recognized leaders in childhood obesity prevention.

5. Work with community on strategies for bringing the family together for healthy meals each day.

6. Share weekly messages, shopping ideas, cooking tips and recipes through social media and will be easily accessible online and ready to send, post and even personalize.

Responsibilities of all BOD members:

a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.

Created 1/12/15

Blog Chair

The Blog Chair shall: (Article XIII, Section 1B)

1. Be appointed by the incoming President to serve as a member of the Board of Directors for one (1) year, and shall be eligible to serve no more than three (3) consecutive terms in the same office.
2. Create CT's Academy of Nutrition and Dietetics *Blog*, design layout of the *Blog* and submit to President and EOM for review.
3. Determine deadlines and communicate call for submissions with membership.
4. Receive submissions and review as appropriate. If don't receive submission, responsible for uploading 2 -4 articles a month.
5. Reserve the right to edit material received according to space limitations and suitability of material.
6. Attend all meetings of the CT Academy and Board of Directors either by phone or in-person.

Responsibilities of all BOD members:
a) Conduct CT Academy business according to the Operations Manual.
b) Maintain current files.
c) Provide updates to President prior to each scheduled BOD meeting.
d) Monitor and submit updated Strategic Plan on a regular basis.
e) Submit budget requests to the Finance committee and maintain records of committee revenues and expenses.
f) Communicate BOD activities to your committee members.
g) Assist in the orientation of, and transfer of information to, new appointee.

Consumer Protection Coordinator
Position Description for State of Connecticut Position

Elected or Appointed: Appointed

Reporting Relationship: Affiliate President

Position Duration: 3-year term (recommended), with possibility of reappointment for an additional 3 year term

Voting/Non-voting: Non-voting

Position Purpose:
This position is envisioned to be an integral part of the affiliate public policy panel responsible for keeping the affiliate informed about consumer protection issues and monitoring the activities of state licensure, certification or regulatory boards.

Responsibilities of the position:

1) Sign up for alerts on Consumer Protection with Academy of Nutrition and Dietetics.
2) Monitor consumer protection issues and their impact on the affiliate's licensure statute and related issues, in collaboration with the State Policy Representative and the State Regulatory Specialist, through State Track and other resources;
3) Upon notification by EOM that a Report Harm Form was filed via the website, follow up by obtaining additional information, discussing with President and Public Policy Panel and forwarding details as appropriate to the Department of Public Health.
4) Keep affiliate board informed of current consumer protection issues in the state, including those that affect whether we pursue licensure in CT.
5) Participate in Academy consumer protection issues meetings, webinars and licensure forum calls;
6) As a member of the affiliate public policy panel, communicate with the panel on consumer protection and licensure issues impacting the profession;
7) Develop a plan to assure that dietitians and consumers know how to, and can easily report statute violations as well as success and effectiveness stories of RDNs;
8) Serve as a resource for the affiliate on the state dietetics licensure/certification statute and regulations;
9) Assist with the dissemination of the Academy's consumer protection and licensure messaging and communications;
10) Provide testimony when necessary on behalf of the affiliate at licensure or consumer protection related public hearings.