

**MAND AND MANDF BOARD MEMBERS:**

**EXECUTIVE DIRECTOR (NON-VOTING)**

* Paid position
* Serves in two capacities: as a COO and an Administrative Assistant
* Manages operations, finances, member services, communications, etc.

**TRANSFERABLE SKILLS:** Leading a member-based non-profit and foundation; operations, finances, fundraising, communications, member services, website and other communication channel management

**PAST PRESIDENT**

* Serves as an advisor to the President
* Chairs the Scholarships and Awards Committee
* Serves as the Board Liaison to the Public Policy Panel
* Works with the MANDF Chair and ED on the scholarship process
* Leads the Strategic Planning process every 3 years

**TRANSFERABLE SKILLS:** see President

**PRESIDENT**

* Serves as the Chair of the MAND Board and leader of the organization
* Works with the President-elect and Executive Director on strategic plan goals and other organizational issues as they arise
* Coordinates on-boarding and training of new board members and other leaders
* Oversees the ED’s performance review, hiring and firing as needed
* Attends FNCE

**TRANSFERABLE SKILLS:** Leading a nonprofit board, communication, motivational and organizational skills, managing conflict and problem-solving, public speaking

**PRESIDENT ELECT**

**2020-2021 TREASURER OF MANDF BOARD**

* In the absence of the President, serves as the Chair of the MAND Board
* Works with the President and Executive Director on strategic plan goals and other organizational issues as they arise
* Serves on the DIEB Committee
* Attends FNCE

**TRANSFERABLE SKILLS:** see President.

**MAND FOUNDATION CHAIR**

* Works closely with the ED to plan and execute the MANDF’s fundraising activities
* Plans and executes Give To The Max Day and Annual Conference fundraising activities
* Assists ED with sponsorships for the Annual Conference
* Identifies other methods to raise funds for the MANDF and MAND

**TRANSFERABLE SKILLS:** Fund development skill building, external and internal communications, communications planning

**FINANCE DIRECTOR**

* Serves as the Treasurer of MAND
* Oversees the integrity of MAND’s finances including separation of duties, compliance with state and federal laws, and filing of Form 990 for MAND
* Ensures that accounting functions are consistent with MAND policies and that there are no irregular activities
* Along with the President, approves payments processed by the ED

**TRANSFERABLE SKILLS:** Nonprofit finance, federal and state filing requirements, oversight

**DELEGATE**

* Serves as MAND’s voice with the Academy as a member of the House of Delegates (HOD)
* Attends HOD meetings
* Conducts Townhalls with MAND members as needed
* Serves on the Public Policy Panel

**TRANSFERABLE SKILLS:** Internal and external communication, policy and advocacy, serving as a liaison, Academy governance and decision-making processes

**EDUCATION DIRECTOR**

* Oversees MAND’s compliance with CDR for all educational events
* Lead the Annual Conference Planning Committee
* With the Education Director-elect and Executive Director, oversees the execution of the MAND Annual Conference

**TRANSFERABLE SKILLS:** Planning, organizing, promoting and executing a large educational event, assessment, consensus-building

**MEMBERSHIP DIRECTOR**

* Oversees MAND’s annual recruitment and retention of members
* With the Executive Director, oversees MAND’s Student Board
* Oversees MAND’s member/non-member survey every 3 years (prior to Strategic Planning year)
* Monitors membership trends and recommends actions as indicated
* Conducts MAND’s New Member Orientation sessions 2-4 times per year

**TRANSFERABLE SKILLS:** Recruitment and retention, developing relationships, working with students, communications skills

**NEWSLETTER DIRECTOR**

* Works in concert with the Social Media Director and Executive Director (Communications Team) to plan and execute MAND/MANDF’s marketing and communications strategies
* Manages MAND’s Communications form and Spotlight forms
* Prepares and sends monthly e-newsletter

**TRANSFERABLE SKILLS:** Google forms, MailChimp and Canva template skills, organization, attention to detail

**SOCIAL MEDIA DIRECTOR**

* Works in concert with the Newsletter Director and Executive Director (Communications Team) to plan and execute MAND/MANDF’s marketing and communications strategies
* Prepares and schedules content for MAND’s social media platforms

**TRANSFERABLE SKILLS:** Canva and Later skills, Facebook, LinkedIn and Twitter, organization, attention to detail, strategic communication

**DIVERSITY, INCLUSION, EQUITY AND BELONGING (DIEB) DIRECTOR**

* Serves as the Chair of the DIEB Committee
* Works in concert with the Executive Director to plan meetings, determine priorities, keep committee members engaged and advance MAND’s DIEB agenda
* Works with ED to ensure that Affinity Groups are working as indicated
* Serves as the Diversity Liaison to the Academy

**TRANSFERABLE SKILLS:** Committee leadership, knowledge of DIEB within MAND, the Academy and externally, courageous conversations

**MAND REGIONAL LEADERSHIP: NE, NW, SC, SE, TC, TC-elect**

* Serves as the leader of the region
* Recruits members in their region for open positions and/or for assistance with events
* TC-elect position is filled every other year prior to taking over the TC Rep position

**TRANSFERABLE SKILLS:** Planning and executing networking/social events, regular communication with members, working with Regional Reps to plan educational events, motivational skills

**NON-BOARD LEADERSHIP POSITIONS:**

**NOMINATIONS CHAIR**

* Serves as Chair of the Nominating Committee
* Works with Nominations Chair-elect and Executive Director to identify open positions, nominating marketing plan, interviews and selection

**TRANSFERABLE SKILLS:** Organizational skills, promotions and communication, persuasion, assessment

**NOMINATIONS CHAIR-ELECT**

* Serves as a member of the Nominating Committee
* Works with Nominations Chair and Executive Director to identify open positions, nominating marketing plan, interviews and selection

**TRANSFERABLE SKILLS:** see Nominations Chair

**PUBLIC POLICY COORDINATOR**

* Chair or Co-Chair of the Public Policy Panel
* Works with other panel members to plan out the year, comply and coordinate with AND’s public policy initiatives
* Keeps members and Board informed of activities and events
* Manages federal policy initiatives and coordination with the Academy
* Attends Nutrition and Dietetics Advocacy Summit

**TRANSFERABLE SKILLS:** Significant training on advocacy and public policy, organizational and motivational skills, national and statewide legislative advocacy opportunities

**STATE PUBLIC POLICY REPRESENTATIVE**

* Chair or Co-Chair of the Public Policy Panel
* Works with other panel members to plan out the year, comply and coordinate with AND’s public policy initiatives
* Keeps members and Board informed of activities and events
* Manages state-wide relationships, advocacy efforts, and Day at the Capitol
* Attends Nutrition and Dietetics Advocacy Summit

**TRANSFERABLE SKILLS:** Significant training on advocacy and public policy, organizational and motivational skills, national and statewide legislative advocacy opportunities

**NUTRITION SERVICES PAYMENT SPECIALIST**

* Serves on the Public Policy Panel
* Serves as our state expert on reimbursement for medical nutrition therapy (MNT)
* Share information with members as needed

**TRANSFERABLE SKILLS:** Significant training on advocacy and public policy, organizational and motivational skills, national and statewide legislative advocacy opportunities, knowledge and communication of reimbursement information

**STATE REGULATORY SPECIALIST**

* Serves on the Public Policy Panel
* Leads state regulatory initiatives and keeps members informed

**TRANSFERABLE SKILLS:** Significant training on advocacy and public policy, organizational and motivational skills, national and statewide legislative advocacy opportunities, knowledge of state regulatory issues

**CONSUMER PROTECTION**

* Serves on the Public Policy Panel
* Leads consumer protection and licensure initiatives
* Advises and updates board and members on local, state-level and nationwide consumer protection issues

**TRANSFERABLE SKILLS:** Significant training on advocacy and public policy, organizational and motivational skills, national and statewide legislative advocacy opportunities, knowledge of consumer-protection and state licensure issues

**MAND/MANDF COMMITTEES:**

***SCHOLARSHIPS (MANDF) & AWARDS (MAND) COMMITTEE*** (Chair: Past President)

***NOMINATING COMMITTEE*** (Chair: Nominating Chair)

***ANNUAL CONFERENCE COMMITTEE*** (Chair: Education Director)

***PUBLIC POLICY PANEL*** (Chair or Co-Chair: Public Policy Coordinator and/or State Public Policy Rep)

***DIEB COMMITTEE*** (Chair: DIEB Director)

***EXECUTIVE COMMITTEE*** (Chair: President; Members: Past President, President, President-elect, Finance Director and Delegate)

***STRATEGIC PLANNING AD HOC COMMITTEE*** (Chair: Past President; every 3 years)

* 4 meetings in Fall/Winter
* 2 meetings in Winter/Spring