PRESIDENT-ELECT

The President-Elect is elected by the membership, serves for one (1) year, and automatically becomes President of the Oregon Academy the following year, and serves a one year term as Past-President.

QUALIFICATIONS

- Member of the Oregon Academy of Nutrition in Dietetics in the Active or Retired category.
- Demonstrated leadership in the profession.
- Previous experience on the Oregon Academy Board (elected or appointed) for at least two (2) years.
- Able to meet time commitments for the position.

RESPONSIBILITIES

I. Serves as an advocate for Oregon Academy and the Academy.

II. Attends all Oregon Academy Executive Board and General Business meetings.

A. If unable to attend, appoints a proxy.
B. Meets regularly with the Senior Leadership Team and Executive Director.

III. Performs the functions of the office of President in the absence of the President.

A. Familiar with the duties and responsibilities of the President and all other officers.
B. Acts as coordinator of programs and committees.

IV. Presides at the Executive Board Transition Meeting/Board Training, as feasible.

A. Provides leadership training and orientation to the Board of Directors.
B. Prepares for distribution the following:
   1. Annual Calendar
   2. Program of Work/Strategic Plan

IV. Committees

A. The President-Elect is a member of the following committees:
   1. Oregon Academy Conference Planning – program and budget supervision
   2. Finance
   3. Policy and Procedure
   4. Awards and Scholarship

V. Represents the Oregon Academy at meetings and activities

A. Attends Academy affiliate training (if offered and budgeted), or participates in online affiliate training
B. Represents the Oregon Academy at meetings of allied groups when invited.
C. May attend student/intern award presentations when invited and when feasible.
D. Attends FNCE®, if budgeted

VII. Communication

A. Provide a board report prior to each executive board meeting.
B. Provide content for the Spring *Just a Taste* newsletter.

VI. Planning

A. The President-Elect is responsible for participating in planning meetings to include:
   1. Program of Work/Strategic Plan
   2. Annual Calendar
   3. Executive Board appointments
   4. Annual budget

B. Prepares for transition to the role of President.
    1. Completes the incoming leadership checklist (working with the Oregon Academy Office).
    2. Ensures all incoming appointed board positions are filled and contact information is up-to-date.
    3. Ensures that a roster of all elected and appointed state and district officers and committee chairs to Academy Headquarters upon request (working with the Oregon Academy Office).
    4. Newsletter message for Spring issue of *Just a Taste* (in anticipation to board transition)