



eat right. an affiliate of the Academy of Nutrition and Dietetics

DIRECTOR, POLICY AND ADVOCACY

This position is elected by the members and serves for two years. The position is a voting member of the Executive Board.

QUALIFICATIONS:

- Member of the Oregon Academy and the Academy of Nutrition and Dietetics in the Active, Life or Retired category.
- Active in the Oregon Academy; preferably as a participant of the Policy Team prior to election.
- Good communication and organizational skills.
- Leadership skills that support leading the Policy Team.
- Time and commitment to participate, monitor and champion legislative issues within Oregon and those issues on the federal agenda, as outlined by the Academy of Nutrition and Dietetics. This may include but is not limited to the objective to impact policy makers at all levels on the value of comprehensive nutrition services and to influence legislators on key food, nutrition, and health initiatives.

RESPONSIBILITIES:

1. Attends all Oregon Academy Executive Board meetings (if unable to attend, appoints a proxy).
 - a. Submits monthly reports
 - b. Serves as a voting member of the Board
 - c. Submits annual report as requested
 - d. Reviews and updates pertinent documents
 - e. Provides orientation and transition for the incoming officer
2. Serves as the team leader for the appointed Policy Team positions, including:
 - a. Reimbursement Chair and Reimbursement Team Members
 - b. Public Policy Coordinator
 - c. State Regulatory Specialist
 - d. State Policy Representative
 - e. Consumer Protection Coordinator
3. Actively participates in developing the Oregon Academy's Strategic Plan and the Public Policy Team's annual Plan of Work by integrating priorities and strategies identified in the Academy's policy initiative.
4. Coordinates and leads the Oregon Academy endorsement procedure, as needed. (See policy/procedure for additional details).
5. In conjunction with the President-Elect, recommends candidates for Policy Team positions.

- a. Recruits Policy Team Members and appoints Project Leaders as needed.
- 6. Communicates with Member and Communications teams to coordinate projects, as needed and appropriate
- 7. Coordinated budget development and information as part of the Oregon Academy's complete budget.
- 8. Ensures that the Oregon Academy membership is kept informed of project progress by overseeing the submission of appropriate articles to the Oregon Academy Just a Taste newsletter, social media channels and e-blast updates.
- 9. Provides content and updates for the policy-related pages on the Oregon Academy website.
- 10. Attends appropriate Academy meetings, as able, including the annual conference, Academy's Public Policy Workshop (as budgeted), and Legislative Day.
- 11. In conjunction with the Policy Team (and specifically the State Policy Representative), coordinates Legislative Day in Salem in odd years.
 - a. Submits publicity information.
 - b. Coordinates training and activities.
- 12. Plans, schedules and facilitates Public Policy Panel meetings
 - a. Maintains accurate record keeping of the Public Policy Panel meetings and ensures follow up actions are completed.
- 13. Participates in all Academy Public Policy forums and education sessions or arranges for proxy and communicates information to Oregon Public Policy Panel.
- 14. Monitor Academy Public Policy communications and takes action as appropriate.