



Portland Academy Board Position Descriptions

President-Elect

- This position is elected by membership and is a voting position.
- Attend and participate in board meetings. If you must miss a meeting, please notify the President and arrange to give pertinent information to another board member prior to meeting.
- Work with Past-President to review and update bylaws. Updates must be approved by the Portland Academy board - then by Portland Academy members. The Portland Academy president takes updates to the Oregon Academy board for final approval.
- Work with Past-President and other members to review and update board members' position descriptions.
- This is a 3-year commitment; first year acts as back up to president and become
- more familiar with the Portland Academy function/bylaws; second year acts as president, and third year acts as Past-President.
- Fill in for the President as needed.
- Assist with finding speakers and topics for meetings.
- Contribute to the newsletter.
- Manage the Portland Academy's LinkedIn, Facebook and Twitter accounts.
- Lead one, member meeting and one board meeting.
- Meet with the President and Past President at least once per year to review future goals, current systems used to run the Portland Academy, and any changes needed to make the Portland Academy run smoother or to adapt to current times and technologies to ensure a smooth transition between boards.
- Prepare for presidency the following year.

Secretary

- This position is elected by membership and is a voting position.
- Attend and participate in board meetings. If you have to miss a meeting, please RSVP and arrange to give pertinent information to the president or another board member prior to meeting.
- Record minutes of all board meetings. Email draft of minutes to President for review then email out to board within 72 hours of meeting. Coordinate approval of minutes via email vote among board members.
- Update membership application and give to Communications Officer to post to PAND.
- Solicit membership from Portland- and Oregon-area dietitians via past membership lists and OAND lists (if available). Remind past members to renew membership.
- Collect, organize, and document on members' applications, the type of payment, and check number if applicable. Membership applications come via mail, Paypal, and meetings. Alert new member via email that their application has been received. Give money and other financial documents to the treasurer.
- Update board contact info and email to all board members. Keep updated roster of active members on Google Shared Drive.

- Distribute current PAND member applications and sign-in sheet at each meeting. Distribute CPE forms via e-mail after each member meeting.
- Handle any and all correspondence for PAND as needed including thank you notes to speakers. Advertise upcoming meetings and events – 1 month, 1 week and 2 days prior to meetings.
- Pick up the mail monthly. The post office is on NW Park and Hoyt in the Pearl District Box #6884. Ensure that the annual payment for the PO Box is made by the end of June.
- Coordinate with Treasurer, President, and OAND for membership reimbursements from AND. This may not be available every year.
- Assist with meeting topics, speakers, and the newsletter.

Treasurer

- This position is elected by membership and is a voting position.
- Attend and participate in board meetings. If you must miss a meeting, please RSVP and arrange to give pertinent information to another board member prior to meeting.
- Have custody of all funds of the Portland Academy. The process for transferring custody to the new treasurer at the bank is as follows.
 - Bring documentation (must be an original copy of the meeting minutes on the Portland Academy letterhead in which the new treasurer and president-elect who are named to the position. This document must be signed by the secretary who prepared the minutes).
 - The outgoing treasurer [current signer on the account] and incoming treasurer [new signer on the account] must be present at the bank to transfer the account ownership.
 - President-elect should also have account ownership.
- Responsible for updating with the bank **all** account information including non-profit status #. Ensure, along with the secretary, that the Portland Academy's registration with the Secretary of State's office is kept current. This costs \$50/year.
- You can find Articles of Incorporation, with the Portland Academy registration number, saved in the Google Drive.
- Keep full and accurate financial records for the Portland Academy.
- Create a budget for the current year for the Portland Academy.
- Bring an updated budget/balance sheet to each board meeting so that the board can account for income/expenditures that occur throughout the year. This will allow accurate forecasting for future spending.
- Collect membership dues from Secretary and deposit into bank account.
- Look for ways to increase revenue and reduce costs incurred by the Portland Academy.
- Review statements from the Portland Academy investment account
- Meet with president 1x/year to go over financials and goals
- Provide a written and verbal report of the financial status of the Portland Academy to the Board at the final Board meeting. Report year-end financial status the Portland Academy members through a financial statement published in the final newsletter. (Statement should include a brief disclosure of the membership year's income and expenses. This can be a stand-alone item in the newsletter, or it can be published as part of the President's final letter.
- Assist with meeting topics, speakers, and newsletter.
- Pay renewal of P.O. box. Able to pay online or in person. Account information on google drive
- Change contact information for secretary of state. How to change contact information on google drive.
- File tax return form 990 N between July 1st - no later than November 15th.
- Have fun! Thank you for your service to the Portland Academy.

Newsletter Editor

- This position is appointed by the board and is a non-voting position.
- Attend and participate in board meetings. If you have to miss a meeting, please arrange to give pertinent information to another Board Member prior to meeting.
- Develop a timeline at the beginning of the membership year for quarterly newsletters and meet publication deadlines.
- Develop newsletter content and recruit article contributors from board, members, and the community (guidelines regarding self-promotion efforts are located in the Google drive).
- Work with the Secretary to ensure that you have an updated email list with all current and past Portland Academy members prior to each publication.
- Work with interested advertisers to set up ads in newsletter. Fees for advertising should be submitted directly to Treasurer.
- Important information for newsletter editor: Mailchimp.com
- Potential Newsletter Content includes:
 - Message from the President
 - Message from the President Elect
 - OHSU Student Spotlight
 - Calendar of upcoming events
 - Continuing Education Opportunities
 - Review of Portland Academy events
 - RD Spotlight
 - Recipe
 - The spring edition will include a report from the treasurer

Nominating Committee Chair

- Attend and participate in board meetings.
- If you must miss a meeting, please RSVP and arrange to give pertinent information to another board member prior to meeting.
- Prior to election season work with other members of the board to ensure the description for each position is accurate.
- Initiate the call for nominations of applicants during election season and lead the nominating committee in finding candidates for all elected positions.
- Create a survey monkey for elections.
- Contribute newsletter articles if desired.
- Act as visitor host for the member meetings. Greet members and create a rapport throughout the year to facilitate recruiting new board members.
- This is a voting position

Nominating Committee Member

- Attend and participate in board meetings.
- If you must miss a meeting, please RSVP and arrange to give pertinent information to another board member prior to meeting.
- Prior to election season work with other members of the board to ensure the description for each position is accurate.
- Work with the nominating committee chair and the rest of the board to find candidates for all elected positions.
- Contribute newsletter articles if desired.
- Act as visitor host for the member meetings. Greet members and create a rapport throughout the year to facilitate recruiting new board members.

- This is a non-voting position

Student Liaison

- This position is elected by membership and is a non-voting position.
- Traditionally, we accept a dietetic intern or student enrolled in nutrition curriculum to run for this position.
- Act as liaison between the Portland Academy and dietetic interns/nutrition students.
- Encourage dietetic interns and nutrition students to join the Portland Academy and advertise events for them on a consistent basis.
- Work with surrounding nutrition programs (OSU, OHSU, distance programs) to coordinate the Portland Academy/DI events that involve students/interns.
- Forward event emails with personal one-liner to help promote event attendance.
- Attend and participate in board meetings.
- Assist the newsletter editor help find the featured dietetic intern that will be featured in the newsletter (newsletters are quarterly).
- Attend majority of meetings and any event you've chosen to plan.

Communications Specialist

- Promote the PAND mission and the dietetics profession through strategic media communications. The purpose of this position is to increase engagement of PAND members and the general public, as well as raising awareness of events, opportunities, achievements, community alliances, news, and research. This will be a board-nominated position, with a one-year minimum commitment.
- This position will hold primary responsibility for social media communications via Facebook (and Twitter), as well as management of the PAND website and website messaging. They may also be asked to serve as liaison representing PAND in the general media.
- Specific responsibilities will include:
 - Communicate the value of PAND membership via social media, print media, and on the PAND website.
 - Promote the PAND mission and PAND/ OAND events and news, including publicity of PAND alliance activities, volunteer opportunities, current policy issues, relevant research, and media releases.
 - Promote the dietetics profession and the work of local RDs, RDNs, DTRs by highlighting achievements in the community and individual accomplishments.
 - Highlight relevant upcoming face-to-face and web based CEU opportunities in the surrounding community for dietitians.
 - Coordinate with the OAND executive director to manage content of the PAND website.
 - Coordinate with the newsletter editor to promote the newsletter content via the website and social media outlets, and vice versa.
 - Update the PAND website with relevant information regarding current and past board members, upcoming events, event recaps, photos, and membership opportunities
 - Coordinate with the treasurer to update membership link buttons on PAND website throughout the year, including the PayPal links for full-membership, student membership, pro-rated membership, and Friends of PAND membership.
 - Engage with members and friends of PAND through social media posts and the PAND Facebook page, including responding to messages, comments, and questions about PAND and related activities.
 - In order to maintain an active presence in social media, at least bi-weekly Tweets and/or Facebook regarding news in the dietetics profession, PAND events, other related events, and additional social media communications as relevant. Regarding controversial policy, science, or news related topics, all communications should maintain a neutral tone.

Sponsorship Liaison (NEW)

- Attend and participate in board meetings. If you have to miss a meeting, please arrange to give pertinent information to another Board Member prior to meeting.
- Responsible for creating and maintaining relationships with community partners.
- This is a non-voting position