**Public Policy Coordinator (PPC)**

3-year term

General Responsibilities: Serves as a member of the Board of Directors and the Board of Directors Executive Committee. The PPC is the liaison between the Academy’s national legislative committee and the members of DDA. The PPC educates, organizes and mobilizes the state membership for effective and timely action on priority legislation and regulatory issues.

1. Coordinates activities of State Legislative Government and State Reimbursement Representatives.
2. Submit an article on status of legislative and public policy to each newsletter.
3. Participate in the Public Policy Workshop each year. Advises affiliate president of scholarship availability and candidates.
4. In conjunction with the President/President-elect, appoint members to the positions of State Legislative Government Representative and State Reimbursement Representative.
5. Encourage and promote ADAPAC understanding and donations from the state membership.
6. Attend Board meetings to improve communications and understanding between the Board and the Academy’s legislative priorities.

**President-Elect**

2-year term (second year as President)

Qualifications:

1. Member of the Academy for one (1) year prior to term as president-elect

2. Member of the Delaware Dietetic Association

Responsibilities:

1. Serve as a member of the Board of Directors
2. Perform the functions of President as needed in the President's absence or when unable to perform the functions of the President as determined by the Board of Directors.
3. Serve as the chair of the Program Committee
4. Plan the annual spring DDA Conference
5. Serve as a member of the Budget Committee
6. Perform such other duties as may be designated by the Board of Directors.
7. Attend FNCE conference, typically held in fall. DDA will be responsible for airfare, airport parking, transportation between airport and hotel, 1/2 of a double room for 4 nights and expenses at the rate of up to $40 per day.
8. Attend Public Policy workshop held each spring in Washington, DC. DDA will provide mileage and parking fees, registration fees, payment of 1/2 of a double room for 2 nights and expenses at the rate of up to $40 per day. Application for the Academy’s scholarship is strongly encouraged. Budget is based on carpooling.
9. If not already attended, attend the AA Leadership Institute: DDA supports registration, lodging, meals, and ground travel. The Academy supports airfare.

**Nominations and Governance Committee (N&G)**

3-year term (third year as Chair)

Qualifications**:**

1. Member of the Academy for one (1) year prior to term as N&G committee member

2. Member of the Delaware Dietetic Association

Responsibilities**:**

1. Directs the activities of the non-board Nominations & Governance Committee according to Article VIII of the DDA Bylaws.
2. Formulate a ballot according to the DDA Bylaws, Article VIII Nominations & Elections, by date designated by the Board of Directors.
3. Manage the Awards of the Association: draft a recruitment plan and continuously cultivate new prospects.
4. Ensure that all board members are educated on their responsibilities
5. Ensure that the board conducts a self-assessment.
6. Attend board meetings.
7. Submit articles for each newsletter relating to nominations and governance.

**Secretary-Treasurer-Elect**

2-year term

Qualifications**:**

1. Member of the Academy of Nutrition and Dietetics for one (1) year prior to term as Secretary-Treasurer-Elect

2. Member of the Delaware Dietetic Association

Responsibilities:

1. Serves as a member of the Board of Directors and the Board of Directors Executive Committee.
2. Record, type, and distribute by email the minutes of the Executive Board meetings, prior to the next Board meeting.
3. Provide list of board members prior to June 30th to all Board members.
4. Periodically review current membership (via DMIS).
5. Assist the Nominations and Governance Committee as necessary.
6. Perform other duties as may be designated by the Board of Directors.
7. Work closely with Treasurer regarding DDA finances.