**Please see highlighted sections for vacant positions**

Position: **President**

The President shall serve for three years; one year as President-Elect, one year as President and one year as Past-President.

Functions: The President shall:

1. Be the Chief Executive Officer of this NEPAND and Chair of the Board of Directors; and shall preside at all membership and Board of Directors meetings and have the general powers of supervision and active management usually vested in the office of President consistent with Bylaws and the Policy and Procedure Manual.
2. Make appointments subject to the approval of the Board of Directors, except as otherwise specified in these Bylaws to fill vacancies that develop.
3. See that all recommendations submitted to the Board of Directors are duly considered and that all lawful orders and resolutions of the Board of Directors are carried out.
4. Be a voting member of the Fiscal Affairs Committee and be an ex-officio member, without vote, of all other committees.
5. Be a voting member of the PAND Board of Directors.
6. Attend the PAND Annual Meeting as the official representative of the NEPAND.

Position: **President-Elect - OPEN**

The President-Elect position requires a 3 year commitment. The President-Elect shall serve for one year and on June 1 after election, shall automatically become President of the NEPAND. The President-Elect shall succeed to the office of President in the case of vacancy in that office and then shall serve as President until the end of the term for which the President-Elect was originally elected.

Functions: The President-Elect shall:

1. Serve as a voting member of the Board of Directors.

2. Serve as newsletter author and editor, consulting with the Board of Directors as needed.

3. Become familiar with duties

4. Perform the functions of the office of President in the absence or the disability of the President, as determined by the Board of Directors.

5. Appoint the Chairs of all standing committees (except the Executive Committee and the Fiscal Affairs Committee) to serve during the President-Elect’s term as President.

6. Submit a roster of all elected and appointed district officers and Committee Chairs to the PAND President-Elect by June 1.

7. Be a voting member of the Fiscal Affairs Committee.

8. Perform such duties as may be designated by the Board of Directors.

9. Prepare a budget, with the Treasurer, for the fiscal year(s) in which he/she will be President.

Position: **Secretary – OPEN**

Functions: The Secretary shall serve for two years. The Secretary shall:

1. Serve as a voting member of the Board of Directors.

2. Have any and all powers and duties usually vested in the office of Secretary.

3. Issue the call for all meetings of the membership and Board of Directors or as directed by the President.

4. Be responsible for the minutes of all membership and Board of Directors meetings: for seeing that the minutes are recorded in the books to be kept for that purpose; and for disseminating the minutes to the appropriate members as defined in the Policy and Procedure Manual.

5. Have custody of the pertinent documents of the NEPAND, including records of incorporation.

1. Maintain the position of Historian when a vacancy has occurred.

Position: **Treasurer**

The Treasurer shall serve for two years after serving one year as Treasurer-Elect

Functions: The Treasurer shall

1. Serve as a voting member of the Board of Directors and Chair of the Fiscal Affairs Committee.
2. Have any and all powers and functions usually vested in the office of the Treasurer.
3. Have custody of all funds and securities of the NEPAND and shall deposit the monies in the name and to the credit of the NEPAND in such depositories as shall be designated by the Board of Directors.
4. See that full and accurate financial records of all receipts and disbursements are kept in books belonging to the NEPAND and that these books are reviewed annually, as described in the duties of the Fiscal Affairs Committee.
5. Report the financial status of the NEPAND to the Board of Directors at its meetings and to the membership at membership meetings and via the final newsletter of the fiscal year.
6. Prepare appropriate budgets and financial statements with the guidance and approval of the Fiscal Affairs Committee; assist the President-Elect in the preparation of the budget for the term as President.
7. Be responsible for submitting NEPAND tax forms when due, including the annual non-profit, tax exempt reporting to IRS.
8. Collect and receive all dues and other monies paid to or belonging to the NEPAND.
9. Draw any funds signed in the name of the NEPAND.
10. Assist in the process of transitioning all funds and securities to Treasure-Elect (to be Treasure).

**Position: Treasurer- Elect. OPEN**

The Treasurer- Elect shall serve for a total of three years; 1 year as Treasurer-Elect and 2 years as Treasurer. This position will be elected every other year.

Functions: The Treasurer-Elect shall

1.) Serve as a voting member of the Board of Directors and Chair of the Fiscal Affairs Committee.

2.) Become familiar with the duties, functions and responsibilities of the Treasurer and support/assist wherever possible. Please see Treasurer functions.

3.) Perform the functions of the Treasure in the absence of the Treasurer.

4.) Assist in the process of transitioning all funds and securities from Treasurer to Treasurer-Elect (to be Treasurer).

5.) Perform other duties as requested by the Board of Directors.

Position: Past-President

The Immediate Past President shall serve for three years; one year as President-Elect, one year as President and one year as Past-President.

Functions: The Immediate Past President will:

1. Serve as an ex-officio member of the Board of Directors, without vote.
2. Serve as the Chair of Bylaws and Policy and Procedure.
3. Serve as an advisory member, without vote, of the Nominating Committee.
4. Serve as an ex-officio member, without vote, of the Executive Committee.

Section 2.  Other Elected Officials

A. Position: The **Chair of Professional Education** shall serve for 2 years; 1 year as Chair-Elect and 1 year as Chair.

Functions: The Chair of Professional Education shall:

1. Plan fall and spring membership seminars.

2. Encourage participation of district members who are members of national practice groups to help plan/organize educational programs.

3. Identify continuing education needs of members and plan appropriate action to meet these needs.

Position: **The Chair-Elect of Professional Education - OPEN**

The Chair Elect of the Professional Education shall be elected by the NEPAND membership to serve for one year and on June 1 after election shall automatically become Chair of the Professional Education.

Functions: The Chair-Elect of Professional Education

1.  Become familiar with the duties and responsibilities of the Chair of Professional Education and assist wherever possible.

2.  Perform the functions of the office in the absence of the Chair of Professional Education.

3. Perform other duties as requested by the Board of Directors.

**Position: Nominating Chair**:

The Nominating Chair shall serve for two years; 1 year as Chair-Elect and 1 year as Chair. After one year, on June 1 after election the Chair-elect shall succeed to the office of Chair.

Functions: The Nominating Chair shall:

1. Serve as a voting member of the Board of Directors.
2. Solicit recommendations for elected positions and awards from the members of the Board of Directors, Special Committee Chair and Representatives, and the General Membership through the Academy Newsletter and/or electronic surveys sent by email to the membership listserve by February 15th.
3. Submit a report regarding those that have been nominated to serve on the Board of Directors to the President and the Nominating Chair-Elect by March 1st of each year, and this shall be submitted to the Board of Directors by March 15.  The ballots must be provided to the membership by the first week of April.  Ballots must be completed by the membership by no later than April 30th.
4. Election results shall be reported to the President and Secretary by name of successful candidates only (no numerical count).  A report of numerical count in case of vacancy in an office shall be filed with the Secretary.
5. Submit results to all candidates along with notification to general membership in the Academy Newsletter or by an email to the membership listserv.
6. Distribute information and receive data sheets for PAND awards.
7. Develop criteria for awards or scholarships given by this Academy.  Distribute this information via the NEPAND newsletter and receive applications for these awards.
8. Solicit names for consideration for any of these awards.  Present the names and criteria to the Board of Directors of this NEPAND or to the PAND according to appropriate Bylaws.
9. Work in conjunction with PAND Nominating Representative for distribution of awards.

Position: **Nominating Chair-Elect - OPEN**

The Nominating Chair shall serve for 2 years; 1 year as Chair-Elect and 1 year as Chair. The Chair-Elect shall serve for one year and on June 1 after election shall succeed to the office of Chair.

Functions: The Nominating Chair-Elect shall:

1. Serve as a voting member of the Board of Directors.
2. Prepare the electronic ballot for the open Board of Directors positions, include directions for voting and submit to the Nominating Chair by March 14th.
3. The Nominating Chair-Elect will verify results no later than April 30.
4. Become familiar with the duties and responsibilities of the Nominating Chair and assist wherever possible.
5. Perform the functions of the office in the absence of the Nominating Chair.
6. Perform other duties as requested by the Board of Directors.

**Position: National Nutrition Month/Public Relations - OPEN**

This committee shall consist of a Chair and Co-Chair, appointed by the President.

Functions: This Committee shall:

1. Plan Nutrition month activities in the Association and coordinate any activities with those suggested by the Academy and PAND.
2. Develop a plan for all public relations activities, which shall include:  National Nutrition Month activities, and other public relations efforts.  The Committee shall initiate and coordinate public relations activities of this Association, subject to the approval of the Board of Directors.

**Position: Career Guidance/Job Referral/Diversity – OPEN**

This committee shall consist of a Chair appointed by the President.  Additional members may be appointed as needed.

Functions:  This committee shall:

1. Disseminate materials and plan all career guidance activities, including the recruitment of diverse populations to the profession.
2. Disseminate job forwards to the membership.

**Position: Membership - OPEN**

This committee shall consist of a Chair appointed by the President.

Functions:  This Committee shall:

1. Ascertain the names of persons through lists provided by PAND, who are eligible, and invite them to apply for membership in this Association.
2. Contact former members to determine if they are interested in joining the Association.
3. Be responsible for maintaining and disseminating the official list of names and mailing addresses of the current member of the Association.
4. Compile membership lists for the Association directory and be responsible for providing (emailing) directory to all current members.
5. Update directory with names of new members who join during the year via notification to membership through the Association newsletter and/or emails to the NEPAND membership.
6. Compile miscellaneous response data from the membership application form and forward the data to the President for review and dissemination.
7. Prepare and disseminate annual membership applications no later than April 30th of each year.

**Position: Website Coordinator - OPEN**

This committee shall consist of a Chair appointed by the President.

Functions:  The Website Coordinator of the Committee shall:

1. Maintain www.eatrightnepa.org with up-to-date information and information regarding membership such as board meeting dates, seminar dates and electronic handouts/materials, membership renewal forms, membership networking events, quarterly newsletters, and other relevant materials.
2. Keep the treasurer abreast of website and hosting fees and dates for payment.

**Position: Event & Fundraising Committee – OPEN**

Functions: The Event & Fundraising Chair shall:

1. Organize special events and fundraising events such as the holiday dinner, the turnover dinner, and other fundraising efforts
2. Notify members of such events

**Position: Pennsylvania Academy of Nutrition and Dietetics Political Action Committee (PANDPAC) – NEPA Representive - OPEN**

PANDPAC is the political action committee for the Pennsylvania Academy of Nutrition and Dietetics. The PAC is made up of RDN professionals that represent different regions of Pennsylvania. We channel contributions to election campaigns of political candidates and political committees who have demonstrated interest and understanding in the views and goals of the committee and the Academy.