**Purpose of Position**

Assist the current President and gain experience with the organization’s operating procedures. Serve as incoming President.

**Length of Service**

* 3-year term (1 year as President Elect, 2nd year as President, and 3rd year as Past President)
* Term begins June 1.

**Expected time commitment:**

* 1-3 hours per week. Weeks just prior to events are typically the most time-intensive.
* Virtual meetings with BOD up to twice a month
* Virtual meetings with Event Planning Committee at least once a month
* Virtual meetings with President and Treasurer at least once a month
* Attending NFAND events (5 – 6 events)

**Responsibilities:**

* Serve as a key decision and voting member of the Board of Directors (BOD)
* Performs the functions of President in the President’s absence or when the President is unable to perform functions as determined by the BOD
* Check NFAND PO Box at least once per month.
* Presides over the Event Planning/National Nutrition Month Committee
	+ Delegates responsibilities to student committee members when planning a minimum of 5- 6 events (CEU and social), roughly 3 meetings in the Fall and 3 in Spring
	+ Submit Continuing Education Requests
* Performs other duties as designated by the BOD

**Reporting Duties:**

* Status updates on assignments during regular BOD meetings
* Report updates regarding the Event Planning Committee to the BOD

**Benefit for Volunteeering in this Position:**

* Gain valuable experience in a major leadership role
* Increase visibility for the profession, your employer and you
* Networking opportunities that help build lasting relationships
* Can earn continuing education units

**Leadership Advancement**

* On the path to become President of the North Florida Academy of Nutrition and Dietetics
* Opportunities for further involvement in a state or national Academy leadership position