

## Council-On-Professional Issues Chair (revised 1/2014)

- I. Description of position:** The CPI Chair will be responsible for planning the fall membership meetings and providing assistance as needed to the CPI Elect in planning the spring membership meetings; and obtaining sponsorship for MAND CPE events.

**Purpose of position:** To plan membership meetings for continuing professional education (CPE).

**How Assigned:** elected biannually by the membership.

- II. Term of office:** June 1 – May 31

### III. Primary responsibilities:

#### Sponsorship

- A. Work with CPI Elect in obtaining financial sponsorship of membership meetings.

#### Fall Membership Meetings

- A. Plan the fall membership meetings – liaison with CPI Elect as needed. Breakfast meetings have drawn the best attendance in the past few years.
- B. Fall membership meetings generally are scheduled in October and November.
- C. If possible, plan out the year's meetings dates in advance (October through April) so the dates can be frequently advertised.
- D. Planning membership meetings includes;  
Site: reserve a room for 30 minutes before and 15-30 minutes after the meeting's scheduled time to allow for set-up and clean-up time.  
Attendance is generally 35-60.  
Refreshments: as needed and dependent upon time of day.  
Speakers: MAND will pay a speaker honorarium. The currently approved rate is \$100 for a 45 minute to 1 hr presentation. When companies sponsor the speaker, MAND is not responsible for the honorarium.
- E. Send speakers a confirmation letter prior to their presentation. Obtain brief biographical information to be used to introduce the speaker at

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the meeting.

- F. At each meeting: Set up a table with CPE certificates, name tags, and markers.
- G. Coordinate with the Treasurer to have the honorarium ready to present at the meeting or mail with the thank you note.
- H. Submit list of expenses and any receipts (name tags, copying expenses, stamps, etc.) to the Treasurer for reimbursement within 60 days of purchase.
- I. Write thank you notes to sponsoring host facility, financial sponsor, and speaker after each membership meeting.
- J. Coordinate with Newsletter Editor to get meeting notices in newsletter.
- K. Coordinate with President to send reminders of meetings (as needed) via email tree.
- L. Coordinate with the CPI Elect and update the MAND Program list (which includes a listing of speakers from the past several years), to pass on to the next CPI Chair. Also, update this job description as needed.
- M. See attachment for sample CPE certificate.
- N. See attachment for points of contact at local facilities that may host MAND breakfast events.

## **Spring Membership Meetings**

- A. Assist the CPI Elect as needed with planning spring membership meetings. Spring meetings are generally in January, February, and April. (March is generally avoided due to TAND and Reeves Speaker and May is the Fellowship Dinner).

**IV. Budget:** Varies. Generally the CPI/CPI Elect positions together should budget ~\$800 for speaker honorariums and general expenses (name tags, copying, stamps, etc). See attachment for information on recent CPE meeting sponsors.

**V. Other Board members with whom this position works closely:** CPI Elect, Newsletter Editor, President, and Treasurer.

**VI. Number of committee members required to accomplish tasks:** As needed.

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## General Sponsors of MAND CPE Meetings

- Baptist Memorial Hospital-Memphis  
Karen Burnett, Assistant Director, Clinical Services  
226-5724  
*NOTE: Seminar Rooms A & B work well for our group.*
- Saint Francis Hospital  
Jackie Adams, Clinical Nutrition Manager  
765-2070  
*NOTE: The Saint Catherine Room is hard to book, so book early!! Also, you have to bring your own computers, etc. for use with power point. Saint Francis will generally sponsor one breakfast meeting a year.*
- St. Jude  
Ruth Williams, Director of Clinical Nutrition Services  
495-3315  
*NOTE: They have hosted both speakers and Listen & Learn opportunities through ADA.*
- Methodist University Hospital  
Jane Nuckolls, System Director Clinical Nutrition  
516-8627  
*NOTE: Do not book before 7:30 a.m. as participants and speakers can't enter the Methodist School of Nursing building until 7:00 a.m. They will give you a code for free parking in the garage or you can park in the regular free parking across from the hospital.*
- Nestle  
Suzanne Wheeler, District Manager, West Tennessee  
1-800-285-2889 x 1085; cell phone: (901) 581-7042
- VA Medical Center  
Catherine Austin, Chief of Nutrition & Food Service  
577-7440
- BMH Desoto  
Kimberly Kilpatrick, Clinical Nutrition Director  
662-772-3199

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- Abbott Nutrition  
Michelle Wittman, Medical Nutrition Representative  
1-800-986-7411; cell phone (901) 237-0927