

# Memphis Academy of Nutrition and Dietetics



an affiliate of the

Academy of Nutrition and Dietetics

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

- I. Description of position:** The CPI-Elect will be responsible for assisting the CPI with planning the fall membership meetings; sole responsibility for planning the fall and spring membership meetings; and assisting the CPI in obtaining sponsorship for MAND events.

**Purpose of position:** To assist CPI Chair in planning membership meetings for continuing professional education (CPE) and raising funds for sponsorship of MAND events.

**How assigned:** Elected biannually by the membership.

- II. Terms of Office:** June 1 –May 31

### III. Primary Responsibilities:

#### Sponsorship

- A. Assist CPI in obtaining financial sponsorship of membership meetings and other duties assigned by the President.
- B. Coordinate with CPI Chair by planning three (3) MAND membership meetings as the President-Elect who is responsible for planning the fall breakfast. CPI Elect will assist the CPI Chair with additional professional development as determined by the MAND board.
- C. Planning Membership meetings with CPI Chair 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.

Refreshments/food: as needed and dependent upon time of day

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- Speakers: MAND will pay an honorarium, including to those members of MAND who speak. The currently approved rate is \$50, but requests for additional amounts may be brought before the Board for approval
- D. Send speakers a confirmation letter prior to their presentation. Obtain brief biographical information to be used to introduce the speaker at the meeting.
  - E. Give meeting information to the President for e-blast/mail out and Website Manager each month of that a planned event is scheduled.
  - F. Create CPE certificate for attendees.
  - G. At each meeting:
    - Set up a table with CPE registration information, programs, and evaluation forms.
    - Introduce speakers and announce that only MAND members can sign up for hours at no charge. Non-member fees will be determined by MAND board, Current standard cost is \$10.00 per hour.
    - Insure that speakers get their honorariums.
  - H. Honorariums: If the speaker is from the VA or the Memphis and Shelby County Health Department and he/she speaks during business hours, he/she may be unable to accept honorariums. If so, ask speaker if the honorarium may be donated to a particular charity. If so, send the funds, along with a letter of explanation, to the charity.
  - I. Send thank you letters to the speakers, the site host/hostess, and the provider of the refreshments as appropriate.

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- J. Submit list of expenses and any receipts (CPE fees, stamps, etc.) to the Treasurer for reimbursement.
  
- IV. Budget:** include mailings and budgets for meetings, as well as funds for printing programs, handouts, evaluations, etc.
  
- V. Other Board members with whom this position works closely:** President, CPI-Elect, President-Elect, Treasurer.
  
- VI. Number of committee members required to accomplish tasks:** at least 5.