

MEMO

TO: District Presidents, MS-AND Executive Board, MS-AND Members

FROM: MS-AND 2018-2019 Nominating Committee

DATE: August 13, 2018

The nominating committee is beginning the process to fill positions for 2019-2020 MS-AND Executive Board. We need your help identifying individuals for the following positions:

1. President Elect
2. Secretary
3. Chair-Elect CPI
4. Chair-Elect COER
5. Nominating Committee Member

Following is a list of the information and criteria for each position:

1. President-Elect

- a. The President-Elect will be elected for one year and at the end of this term, will assume the office of President. The President-Elect will support the president in leading the MS Academy of Nutrition and Dietetics towards its strategic direction and values, serve as a member of the board of directors, perform the functions of the President in the absence of the President, serve as a coordinator of the annual meeting, and appoint chairs of the standing and special committees to serve during the President-Elect's term of office as President.
- b. The President-Elect will be an active, retired, or life member of the Association, have experience in activities and development of leadership in the profession, be thoroughly familiar with the Association, its activities and operation, have served on the Board of Directors for two (2) years, have professional goals that parallel to those of the Association, have personal, physical, and professional fitness for the office, and be reasonably sure of time available for office for two (2) consecutive years.

2. Secretary

- a. The secretary will serve for 2 years and be a member of the Board of Directors. The secretary will be responsible for the minutes of all meetings of the Board of Directors and state Academy; provide copies of Board

minutes to the Executive Director for filing; and have all powers and duties usually vested to the office of secretary.

- b. The secretary will be an active, retired, or life Member of the Association, be active in district and/or state Association, have experience in budgeting, fiscal planning, and management, and be reasonably sure of time available for office for two (2) consecutive years.

3. Chair-Elect Council of Professional Issues

- a. The Chair-Elect of CPI will be elected and serve one year, and be a member of the Board of Directors, and at the beginning of the fiscal year after the election will automatically become the Chair of CPI. The Chair of CPI will serve one year and will serve as the communication link with the AND council on Professional Issues and coordinate programs of continuing education for the MS Academy.
- b. The Chair Elect CPI will be an active, retired, or life Member of the Association, be active in the district and/or state Association, be thoroughly familiar with the state and national Association activities and operation, be able to represent all state members equally in an unbiased manner, be able to communicate between district, state and national Associations, and be reasonably sure of the time available for office for two (2) consecutive years.

4. Chair-Elect Council on Education and Research

- a. The Chair-Elect on COER will be elected and serve one year and be a member of the Board of Directors, and at the beginning of the fiscal year after the election will automatically become the Chair of COER. The Chair of COER will serve for one year and will provide advice and expertise in the development of continuing education programs, be the designated office for approval of all continuing professional education activities within the state of Mississippi for AND, and will coordinate programs of education for the Academy.
- b. The Chair-Elect COER will, be an active, retired, or life member of the Association, be active in the district and/or state Association, be familiar with dietetic education programs within the state, be familiar with research methodology, be committed to continuing education within the dietetic profession, and be reasonably sure of the time available for office for two (2) consecutive years.

5. Nominating Committee Member

- a. The nominating committee member will be elected and serve three years and is made up of three members (one elected yearly). This committee will designate candidates annually for offices who meet qualifications for the Board of Directors and submit a ballot to the executive director. This committee also gathers nominations for annual MS-AND awards.
- b. The nominating committee member will be active, retired, or life Members of the Association, active in the state Association, be thoroughly familiar with the Association, its activities and operation, be familiar with membership in order to select the most qualified leaders for office, and be reasonably sure of time available for office for three (3) consecutive years.

Please announce this at your meetings and send out via email to your members. You can submit names to the nominating committee and we will follow up or they can contact us directly:

- **Laura Ewoldt**, laura.ewoldt@gmail.com
- **Leslie Dooley** lesliehillhouse@hotmail.com
- **Roxanne Kingston** Roxanne.kingston@usm.edu

Please submit nominations by November 1, 2018. We thank you in advance for your assistance in completing this important task for the continued quality leadership of our organization.