

Title: Delegate

Elected or Appointed Position: Elected – 3 years

Service: 3 years

Overview:

Each delegate will serve for a three [3] year term and may be re-elected. The Delegate will: serve as a member of the Board of Directors, represent and act on behalf of WAND at all meetings of the House of Delegates of the Academy

Duties:

The Delegate will communicate all business and current issues of the House of Delegates to and from the Board of Directors and the membership; and communicate pertinent professional and practice issues to the Association

- Submit information to constituents regarding relevant topics throughout the year.
- Encourage members to take action regarding grassroots topics.
- In March-April and August-September the delegate solicits constituent's comments regarding the current Backgrounder to be discussed at the virtual meeting and HOD fall meeting.
- Encourages members to vote in yearly national and state ballot!

Checklist/Calendar:

Month	Duties	Done
June		
July		
August	Submits Report and Agenda items Attends August Board Meeting Solicits constituent's comments for HOD meetings	
September	Solicits constituent's comments for HOD meetings	
October	Attend HOD Submit Information to Range Rider Newsletter	
November		
December		
January	Submits Report and Agenda Items Attends January Board Meeting	
February	Votes in WAND and National Election	
March	Submit Information to Range Rider Newsletter Solicits constituent's comments for HOD meetings	
April	Attend HOD Annual Conference Submits Report and Agenda Items Attends April Board Meeting	

	Attends Annual Business Meeting Attends New Board Member Orientation Solicits constituent's comments for HOD meetings	
May	Submit Information to Range Rider Newsletter	

Resources:

Academy Link: <http://www.eatright.org/affiliates/>

<http://www.eatright.org/hod/>

WAND Link: www.eatrightwyoming.org

Additional Information from the Academy

The multiple roles of an effective HOD Delegate are: ambassador, advocate, communicator, facilitator, leader, manager, marketer, mentor, resource, team builder and team player. An integral part of a delegate's character is to be accessible, adaptable, committed, flexible and responsive.

The HOD Delegate is to define and respond to needs of a member driven association by creating and participating in activities that result in an effective and responsive House of Delegates. This form is to be used quarterly as a self-evaluation of your effectiveness as a delegate and as a stimulant for generating ideas of outreach activities you can do in the coming months.

Write Yes, No or N/A (not applicable) in the appropriate space after each Benchmark.

GOALS AND BENCHMARKS	AUG	NOV	FEB	MAY
Provide an informed response to member and professional issues <ul style="list-style-type: none"> • Review the HOD Backgrounders • Participate in electronic discussions on HOD Communications Platform • Vote electronically on HOD issues • Attend Affiliate, DPG, MIG or general member meetings to learn about member and professional issues • Contact other Delegates about member and professional issues 				
Have a well informed constituency <ul style="list-style-type: none"> • Submit delegate reports to constituents via newsletters, meetings, listservs/electronic mailing lists, 				

websites <ul style="list-style-type: none"> • Review and circulate HOD Speaker Messages • Attend Affiliate/District, DPG, MIG or general member meetings • Provide consistent, concise messages and directions that support the mission and vision of the Academy 				
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GOALS AND BENCHMARKS	AUG	NOV	FEB	MAY
Have a well informed Affiliate Board of Directors/DPG Executive Committee/Student Committee/ACEND Board/CDR Board/NDEP Board on member or professional issues and market trends <ul style="list-style-type: none"> • Review and circulate HOD Speaker Messages • Make contacts with officers of Affiliates, DPGs, MIGs, Student Committee, ACEND, CDR or NDEP • Participate in meetings and conference calls • Provide reports on House, Committee and Academy activities • Participate in electronic Affiliate/DPG/MIG/Student Council/ACEND/CDR/NDEP officer discussions • Provide consistent, concise messages and directions that support the mission and vision of the Academy (newsletters, electronic mailing lists, websites) 				
Facilitate increased member involvement at local and national level <ul style="list-style-type: none"> • Mentor members to develop leadership potential (run for office) • Nominate members for offices, committees, awards 				
Provide input in trends identification <ul style="list-style-type: none"> • Arrange for member input into identification of trends that will affect the profession of dietetics (meetings, 				

<p>newsletter, electronic mailing lists, websites)</p> <ul style="list-style-type: none"> • Promote incorporation of information from trends survey into <p>Affiliate/DPG/MIG/ACEND/CDR/NDEP Programs of Work</p>				
<p>Meet consumer expectations</p> <ul style="list-style-type: none"> • Promote members participation in National Nutrition Month and RDN Day activities • Refer consumers and members to appropriate resources at Academy Headquarters • Promote use of the Academy website(s) • Guide consumers and members in use of the Academy website(s) • Promote use of Academy mission and vision • Inform members about activities supporting Academy initiatives 				
<p>Help develop collaborative relationships within the Academy and with outside organizations</p> <ul style="list-style-type: none"> • Facilitate involvement of DPGs or MIGs in Affiliate activities • Facilitate collaboration of Affiliate and national DPG and MIG officers • Facilitate collaboration of Academy with outside organizations 				