TEXAS ACADEMY OF NUTRITION AND DIETETICS FOUNDATION

Position is listed below. You will serve as the director-elect for one year, director for one year and past director for one year. The duties of the director and director-elect are highlighted below. Please contact Katie McKee, Katie.Michelle.McKee@gmail.com, if you would like to nominate yourself or someone else for the position.

The Director shall:

1. Be the official contact person between the Texas Academy of Nutrition and Dietetics Foundation (Foundation) and the Texas Academy of Nutrition and Dietetics (Texas Academy).
    a. Attend the Texas Academy Board of Directors meetings (live and remote) and, with approval of the Texas Academy President, make a presentation to the Board and/or Region Leadership regarding Foundation fundraising efforts and activities for the Texas Academy Annual Conference and Exhibition.
    b. Attend the Texas Academy Annual Conference and Exhibition. Coordinate all Foundation activities for the Texas Academy Annual Conference and Exhibition with appropriate Texas Academy staff, officers, and/or committee chairs. Plan the Texas Academy Foundation sponsored scholarship recognition event to be held at the Texas Academy Annual Conference and Exhibition along with the Texas Academy Director and Awards Chair
    c. Organize and conduct the Big Hat Scholarship fundraiser at the Texas Academy Annual Conference and Exhibition.
    d. Write articles or provide other materials for Texas Academy newsletters and/or communications, which promote the Texas Academy Foundation and its activities.
    e. Submit quarterly Texas Academy Board Reports
    f. Contact the Texas Academy President and Texas Academy Director as necessary for support, coordination, or communication with Texas Academy.
    g. Send communications directly to Texas Academy and Region leadership regarding scholarships and fundraising.
    h. Serve as a non-voting member of the Texas Academy Board of Directors
2. Chair the Scholarship Selection Committee.
    a. Solicit scholarship applications by providing forms and guidelines to all dietetic programs in Texas, Region Directors in Texas, and the Texas Student Dietetic Association.
    b. Communicate status of scholarship accounts to the scholarship donors.
    c. Distribute copies of completed scholarship application packets and scoring guidelines to members of the Scholarship Selection Committee.
    d. Schedule and chair a meeting of the committee for the purpose of selecting scholarship recipients.
    e. Notify all scholarship applicants, funding entities, Texas Academy Executive Board, Foundation Executive Board (Foundation Board) and Foundation Advisory Committee, and program directors of the outcome of scholarship selections. Publicize scholarship recipients in Texas Academy communications.
3. Prepare an agenda for and preside at all Foundation Board meetings.
4. Review written minutes of Foundation Board meetings prepared by the Secretary and distribute the final copy to Board members at least one (1) week prior to the next meeting.
5. Maintain a current file to be handed to their successor at the end of their term of office.
6. Update the Foundation Board members of Foundation activities or communications with other organizations or corporations by mail, fax, e-mail, or telephone as necessary to ensure adequate communication.
7. At the Foundation Annual Meeting, present recommended nominees for the Advisory Committee to serve during the upcoming year.
8. At the Foundation Annual Meeting, present a Plan of Work for the term year to include recommendations (per discretion) from the previous term's Past Director and Past Treasurer for continual process improvement.

9. Make arrangements for and initiate scheduled conference calls for Foundation Board meetings.
10. Mail (or email) an acknowledgement to the corporate sponsors, scholarship contributors, and to the honoree and/or his/her family for all donations received.
11. Secure with silent auction items for the annual Foundation fundraising event at the Texas Academy Annual Conference and Exhibition.

The Director-Elect shall:

1. Chair the Fundraising Committee.
    a. Develop and submit a Plan of Work for fundraising activities to be implemented during the year.
    b. Communicate fundraising activities to the Foundation Board and Advisory Committee.
    c. Publicize and promote fundraising activities.
    d. Plan a minimum of one fundraising activity.
    e. Mail an acknowledgement to the corporate sponsors for all donations received
    f. Plan and staff the Texas Academy Foundation booth in the exhibit hall at the Texas Academy Annual Conference and Exhibition to include:
        i. Coordinate with Texas Academy Executive Director to secure exhibit booth spot.
        ii. Organize Foundation Board, Advisory Committee members, and students to work the booth for specific periods of time.
        iii. Recognition of scholarship recipients, scholarship donors, and corporate sponsors.
2. Maintain a current file to be handed to their successor at the end of their term of office.
3. Provide the Director copies of all communications implemented in relation to official duties as needed.
4. Serve as a member of the Scholarship Selection Committee.
5. Serve as a member of the Executive Board.