

**SUBJECT: NCDA DISTRICT DIETETIC ASSOCIATION PRESIDENTS**

**NORTH CAROLINA DIETETIC ASSOCIATION (NCDA)**

**Position**

**Affiliated District Dietetic Association President**

Elected by district and NCDA members for a one-year term

**Functions**

- Serves as member of the Board of Directors with vote
- Serves as active member of NCDA and ADA

**Responsibilities**

1. Attends all meetings of the NCDA Board of Directors or sends a representative from the district board (Board of Directors)
2. Works with NCDA President and other Board of Directors members in coordinating district and state activities
3. Submits annual plan of work to President and Executive Director
4. Maintains financial and membership stability of the district; notifies Board of Directors of any concerns or problems
5. Participates in development of (as requested) and supports the NCDA Strategic and Operating plans
6. Participates in annual budget process as requested by NCDA Treasurer
7. Coordinates assigned district responsibilities for NCDA Annual Meeting
8. Organizes district group to prepare and submit potential nominees for NCDA and ADA office and awards
9. Appoints and mentors district federal legislation and reimbursement representatives
10. Assures that district representatives are in place to support NCDA task forces and committees
11. Distributes all NCDA communications to district members
12. Informs the NCDA Executive Director of all district meetings and events
13. Promotes and supports ADA & NCDA Foundation donations and activities by district members

Written 9/94

Revised 7/96, 5/04, 4/09