

North Florida Academy of Nutrition and Dietetics
Nominating Committee Member
Job Description
Revised 2/15/2026



Purpose of Position

Work with the Nominating Committee to designate annually, or as otherwise specified, the following candidates for office:

- President-Elect
- Secretary
- Treasurer-Elect
- Nominating Committee - 2 members elected annually

Length of Service

1-year term, elected by the membership. Term runs June 1 - May 30.

Expected time Commitment

- 1-3 hours per week. Weeks just prior to events are typically the most time-intensive.
- Virtual meetings with BOD up to twice a month
- Virtual meetings with the Legislative/Advocacy Committee or Community Engagement Committee at least once a month
- Attending NFAND events (5 – 6 events)

Responsibilities

- Serve as either Legislative/Advocacy Committee Lead to Inform local leaders know who we are and what RDNs do for the community or Community Engagement Committee Lead to ensure we are continuing to promote nutrition and dietetic engagement within the community.
- Solicit nominations for all open positions
- Meet with the Board to present potential candidates for the ballot
- Contact potential candidates for office
- Collect ballot information from willing candidates – usually Feb/Mar.
- Notify nominees as to whether they were chosen for the ballot
- Encourage NFAND members to vote via available methods of communication
- Notify candidates and President of election results in April.
- Attend and maintain a professional and supportive role for NFAND at events

Benefit for Volunteering in this Position:

- Gain valuable experience in a major leadership role
- Increase visibility for the profession, your employer and you
- Networking opportunities that help build lasting relationships
- Can earn continuing education units

Leadership Advancement

- Opportunities for further involvement in a state or national Academy leadership position

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- Networking opportunities that help build lasting relationships & professional connections
- Contributes to the greater good of the dietetics profession
- Personal and professional growth