

North Florida Academy of Nutrition and Dietetics

President-Elect Job Description

Revised 2/15/2026



Purpose of Position

Assist the current President and gain experience with the organization's operating procedures. Serve as incoming President.

Length of Service

- 3-year term (1 year as President Elect, 2nd year as President, and 3rd year as Past President)
- Term begins June 1.

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 Event Planning Committee at least once a month
- Virtual meetings with President and Treasurer at least once a month
- Attending NFAND events (5 – 6 events)

Responsibilities:

- Serve as a key decision and voting member of the Board of Directors (BOD)
- Performs the functions of President in the President's absence or when the President is unable to perform functions as determined by the BOD
- Presides over the Event Planning/National Nutrition Month Committee
 - Delegates responsibilities to student committee members when planning a minimum of 5- 6 events (CEU and social), roughly 3 meetings in the Fall and 3 in Spring
 - Submit Continuing Education Requests
- Performs other duties as designated by the BOD

Reporting Duties:

- Status updates on assignments during regular BOD meetings
- Report updates regarding the Event Planning Committee to the BOD

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

- On the path to become President of the North Florida Academy of Nutrition and Dietetics
- Opportunities for further involvement in a state or national Academy leadership position