

California Academy of Nutrition and Dietetics Coastal Tri Counties District

Email & Employment Opportunity Coordinator Job Duties/Annual Timeline

The “New Year” begins June 1st of each year & May 31st is the year end

Summary: Appointed/volunteer position. Monitors employment opportunities within the CTC district and reports to membership.

Ongoing Duties:

- Using the established CTC list serv, send all email communications (job opportunities, CEU events, newsletters, CAND/AND public policy updates, etc.) to CTC members within a timely manner. **Ideally, emails should be sent to the list serv on the same day they are received.*
- Field questions from both CTC members & non-members (usually sent via email) and either respond with answer directly or pass along to appropriate board member for answer/help.

Throughout the year respond to all e-mails, complete your assigned tasks in a timely manner, attend all in-person and telephone meetings, as well as, the CTC events.

May/June:

- Participate in choosing (3 dates that work for you for a summer board meeting)-usually Saturday as it takes a full day (9am-2pm).

June/July

- Assist creating a board meeting agenda by providing ideas or topics to discuss/address.
- Attend and participate in the summer board meeting which ideally held ½ ways between SB and SLO. Submit form to get reimbursed mileage for this meeting.
- Review Board meeting minutes and complete your assigned tasks/action items assigned. Usually the Fall Networking event, Winter Workshop and Spring Fling are discussed (topic, speaker, IT needs, handouts, sign-in sheet, games/ice-breakers, location, date, etc.).

August

- Ongoing Duties

September/October

- Attend the Fall networking event in your assigned County.

November/December

- Participate in the winter board phone meeting

January/February

- Attend the Winter workshop.

March

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- Participate in the National Nutrition Month.

April/May

- Attend the Spring fling event.
 - After the event, participate in the “district meeting” which both board members and general CTC members are invited to attend.
 - Current board members meet with new board members to provide information on their position, hand off “timelines and materials” and answer any questions they have.