

California Academy of Nutrition and Dietetics

Coastal Tri Counties District

National Nutrition Month Coordinator/Annual Timeline

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

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.

Summary:

The chair of National Nutrition Month organizes and oversees district-wide community activities based on the Academy of Nutrition and Dietetics' nutrition-related theme. The chair participates in promotional events and speaking engagements promoting the CTC, local events, and the Academy's overall message.

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

- Start brainstorming ideas for National Nutrition Month

September/October

- Attend the Fall networking event in your assigned County.

November/December

- Participate in the winter board phone meeting, have ideas ready for NNM to review with the board.

January/February

- Attend/ the Winter workshop.
- Finalize all NNM plans

March

- Coordinate and participate in all National Nutrition Month events, radio shows, broadcasts, etc.

April/May

- Attend the Spring fling event.

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- 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.