

# California Academy of Nutrition and Dietetics

## Coastal Tri Counties District

### President Job Duties/Annual Timeline

**The “New Year” begins June 1<sup>st</sup> of each year, May 31<sup>st</sup> is the year end**

#### **May/June:**

- Obtain the “new year kickoff checklist” from CAND (pat smith: [patsmith@dietitian.org](mailto:patsmith@dietitian.org) OR Bridget Harvey: [bridget@dietitan.org](mailto:bridget@dietitan.org))
- Create “group” email list for all board members for ease of emailing throughout year.
- Email “welcome” email to board members, introduce yourself, obtain accurate information from each board member for the roster.
- Mail board roster to each board member.
- Choose (3 dates that work for you for a summer board meeting)-usually Saturday as it takes a full day (9am-2pm). Email board the three dates and ask them to chose dates that work for them. Tally responses and get a summer board meeting date on the calendar. Board meeting is ideally in Late June or July. Choose location (typically best if it is a location ½ way between SB and SLO. Board members get reimbursed mileage for this meeting. Lunch should be provided based on set budget.

#### **June/July**

- Create a board meeting agenda with “timetable” to stay on track (see sample in presidents folder). Email to board a week before meeting, ask the board to start brainstorming ideas for each topic.
- Host the summer board meeting, lead the meeting and discussions, keep board members on track. Secretary will take detailed notes, highlighting action items and the person identified during the meeting to be responsible for follow up. Secretary will email minutes to the president for review, president then emails the minutes to all board members.
- The president follows up with the appropriate person on all action items highlighted throughout the year.

#### **August**

- President (or president elect if president cannot attend) attends the CAND fall leadership meeting in LA (Friday) and the Executive Board Meeting (Sat). Mileage and hotel are paid by CAND.
- President types a meeting recap and email to all CTC members.
- President follows up with Hospitality Chairs to ensure all is on track with the events in each county. President responds to emails as needed to assist each chair with planning their event.
- President follows up with Newsletter editor to ensure deadline met as set in summer board meeting for the fall newsletter.
- President reviews newsletter and sends to email chair to disperse to members.

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#### **September/October**

- Fall networking events occur. (Try to get hospitality chairs to get a picture at each event for the newsletters/e-blasts.)
- President starts communicating with the Hospitality Chair responsible for the winter workshop and assists as needed with event planning.

#### **November/December**

- Get resumes, bios and timelines for the winter workshop and apply for CEU's with CDR at least 1 month in advance of the date of the winter workshop.

#### **January/February**

- Winter workshop typically occurs. President gives "welcome" to attendees, reviews announcements and introduces speakers. President creates an agenda for the winter workshop with speaker information, timeline for the day and event objectives.
- President brings nametags and sign in sheet for attendees.
- Start thinking about spring fling, ensure Hospitality Chair in selected county on track for planning.
- Ballots for the following year board are made available no later than February 1<sup>st</sup>.

#### **March**

- National Nutrition Month, assist with coordination of any events chosen to participate in.
- Ballots for the following year board are completed by March 15<sup>th</sup>.

#### **April/May**

- Board elections are announced by April 1<sup>st</sup>.
- Spring fling occurs, typically a more "laid back" event. Often a "hands on" topic or fun event with 1-2 CEU's (if any CEU's are chosen), event allows time for networking.
  - After event there should be a "district meeting" which both board members and general CTC members are invited to attend. Introduce the new board for the following year, typically the president provides a small "thank you" gift to the board members (~\$5/ea.) and the President elect and other board members choose a small thank you gift for the president.
  - The closing budget is reviewed at its current state.
  - 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.
- President, Treasurer and President elect must go to bank to transfer account into the new incoming president's name. Must also transfer to the new treasurer's name if it is the end of their term.