

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

POLICY & PROCEDURES



CALIFORNIA ACADEMY
OF NUTRITION & DIETETICS

eat right. an affiliate of the
Academy of Nutrition and Dietetics

REVISED JUNE 2021
APPROVED BY EXECUTIVE BOARD

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

TABLE OF CONTENTS Section	Policy	Page
Organization	California Academy Purpose	3
Administration	Code of Ethics	4
	Conflict of Interest	5
	Parliamentary Procedure	8
	Public Disclosure	13
	Whistleblower	14
Executive Board	General Info	16
	Orientation	17
	Appointments	18
	Regions	20
	Secretary/Treasurer	21
	Finance Committee	23
	Finance/Fiscal Policies	24
	Expense Reimbursement	26
	Human Resources Committee	31
	Resignation/Removal from Office	32
	Sponsorship	33
	Sponsorship/Co-Sponsorship	34
	Executive Director	35
	Executive Board Organizational Chart	38
	President	39
	President-Elect	41
	Past President	42
Communications	Vice President, Communications	43
	Communications Council	45
	Media Representative	46
	Social Media Chair	49
	Social Media Guidelines	50
	Bulletin E-Newsletter	53
	Website Review Committee	58
	Website Guidelines	30
Membership Benefits and Services	Vice President, Membership Benefits and Services	61
	Membership Council	63
Inclusion, Diversity, Equity and Access	Vice President, Inclusion, Diversity, Equity, and Access (I.D.E.A)	64
	I.D.E.A. Council	66
Nominating	Nominating Committee Overview	67
	Timeline	68
	Eligibility for Office	71
Delegates	Chair of Delegates	75
	Delegate Vacancy	76
	Delegates Council	77
Education	Vice President, Education Council	81
	Education Council	82
Annual Conference		85
Public Policy	VP Public Policy	90

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

	Public Policy Council	91
Awards Committee	Awards Procedure	95
	Awards committee	96

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: California Academy Purpose	
Section: Organization	Primary Responsibility: Entity/Council: Executive Board
Last Revised:	Current Review/Approval: 6/2020

Purpose:

The California Academy of Nutrition and Dietetics (Organization) is a not-for-profit organization whose purpose includes:

- Oversee and protect the regulation and scope of practice of Registered Dietitian Nutritionists/Registered Dietitians (RDNs/RDs), Nutrition and Dietetic Technicians, and Registered (NDTRs, DTRs) in California.
- Support the RDN/RD and NDTR/DTR roles in the delivery of healthcare and prevention services in California.
- Ensure and promote informed food decisions by consumers, the delivery of effective food and nutrition services by qualified dietetic profession and the Organization’s members,
- Provide education opportunities to maintain the professional standards of competency to practice.

Organization:

The California Academy of Nutrition and Dietetics was founded in 1924 as California Dietetic Association with 61 members. The Organization affiliated with The American Dietetic Association (The Academy of Nutrition and Dietetics) in 1927. Academy members who reside in the state of California comprise most of the organizational membership.

Ten districts are affiliated with the Organization. The districts are considered ‘subordinate’ to the Organization for Federal Tax purposes (Revenue Procedure 80-27) and operate as separate entities. Districts establish their own by-laws and procedures, which align with those of the Organization and/or the Academy. Members may join one or more of the district affiliates.

The primary revenue source is member dues rebates received from the Academy of Nutrition and Dietetics. Other revenue sources include Annual Conference, Leadership Summit, events, newsletter advertising, job board posting, and California Academy Public Policy Workshop registration and webinar attendance.

The Fiscal year is June 1st through May 31st.

Executive Board:

The comprehensive leadership and direction of the California Academy is provided by the elected Executive Board, including:

- President; President-Elect, Immediate Past President, Secretary/Treasurer, Vice President Education Council, Vice President Communication Council, Vice President Public Policy Council, Vice President Member Benefits and Services, and the Chair of California Academy Delegates.
- The California Academy Executive Director serves as an ex-officio member of the Executive Board along with the California Academy Foundation Chair and the District Presidents.

Executive Board meetings are held throughout the year to conduct California Academy business.

Meetings:

The Executive Board meets in person or via conference call, during the year, June 1 to May 31. Meetings are for Board members only. Visitors must be approved in advance by the Board.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Code of Ethics	
Section: Administration	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 10/2017	Current Review/Approval: 6/2020

Policy:

The California Academy will adhere to the current Academy Code of Ethics.

Procedure:

Refer to the Academy website for information.

- [Code of Ethics](#)
- [Code of Ethics handout](#)
- [Disciplinary and complaint information](#)

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Conflict of Interest Policy	
Section: Administration	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 2/2010	Current Review/Approval: 6/2020

Purpose:

This conflict-of-interest policy is designed to help any person serving as a director, officer or member of a Board, committee or task force of the California Academy of Nutrition and Dietetics identify situations that present potential conflicts of interest. It also provides the organization with a procedure that will allow a transaction to be treated as valid and binding even if a director, officer or member of the Executive Board, committee or task force has or may have a conflict of interest with respect to the transaction.

The policy is intended to comply with the procedure prescribed in The Illinois General Not for Profit Corporation Act, 805 ILCS 105/108.6, and the Federal Internal Revenue Code (the "Statutes") governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in the Statutes, the Statutes shall control. All capitalized terms are defined in Part 2 of this policy.

Policy:

1. **Conflict of Interest Defined.** For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
 - A. Outside Interests
 - i. A Contract or Transaction between the California Academy and a Responsible Person or Family member.
 - ii. A Contract or Transaction between the California Academy and an entity in which a Responsible Person or Family Member has a Material Financial Interest or which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or legal representative.
 - iii. A Responsible Person competing with the California Academy in the rendering of services or in any other Contract or Transaction with a third party.
 - iv. A Responsible Person's having a Material Financial interest in, or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with the California Academy in the provision of services or in any other Contract or Transaction with a third party.
2. **Definitions.**
 - A. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
 - B. A "Responsible Person" is any person serving as director, officer, or member of a California Academy Board committee or task force.
 - C. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
 - D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party.
 - E. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship with the California Academy. The making of a gift to the California Academy is not a Contract or Transaction.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Procedure

1. Prior to board, committee or task force action on a Contract or Transaction involving a Conflict of Interest, a director, officer, committee, or task force member having a Conflict of Interest and who attends the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
2. A director, officer, committee, or task force member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the President or chair of the meeting all facts material to the Conflict of Interest. The President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's, committee's, or task force discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
4. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting may be counted in determining the presence of a quorum for purposes of the vote but may not be counted when the Board of Directors, committees or task force acts on the Transaction or Contract. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
5. Responsible Persons who are not members of the Executive Board, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board, committee, or task force action, shall disclose to the President or the President's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect the California Academy's participation in such Contract or Transaction.
6. In the event it is not clear whether a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President or the President's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
7. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
8. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could lead to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to the California Academy.
9. This policy shall be reviewed annually by each member of the Board of Directors, committees, or task forces. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Confidentiality.

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the California Academy in accordance with the organization's Confidentiality Policy currently in effect.

CONFLICT OF INTEREST AND CONFIDENTIALITY ATTESTATION

The Executive Board of the California Academy of Nutrition and Dietetics wishes to avoid possible conflict of interest involving its directors and officers, as defined by state and federal law, in accordance with the national Academy Conflict of Interest Policy currently in effect. In addition, the Board wishes for all Board Members to continually be cognizant of their fiduciary duties to the California Academy arising out of their positions of confidence within the organization, in accordance with the organization's Confidentiality Policy

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

in effect. Therefore, the Board requests that each Board Member attest to the following statements:

I, _____, state the following:

1. I have read and understand the California Academy Conflict of Interest Policy.
2. I attach a list of all my affiliations with any person (including any officer or employee of the California Academy), firm, organization, corporation, or other entity with which I have reason to believe the organization does business (check one).

_____ I HAVE NO AFFILIATIONS WITH SUCH PERSONS OR ENTITIES.

_____ LIST ATTACHED.

3. I shall amend this list each year, and more frequently as my affiliations or organizational duties change.
4. If I become aware that any member of my family (parents, brothers and sisters, children, spouse, and/or in-laws) is engaged or proposed to be engaged in business with the California Academy, I shall disclose my relationship with the person(s) concerned and the nature of this business to the President of the organization.
5. I understand that I am not to participate in any decision or vote on an issue in which I may have conflicts of interest because of affiliations listed herein.
6. I have read and understand the California Academy Confidentiality Policy and agree to abide by its terms.

Signature

Date

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: The Parliamentary Procedure	
Section: Administration	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 7/2017	Current Review/Approval: 6/2020

Policy:

Parliamentary procedures, as outlined in *Roberts Rules of Order, Newly Revised*, will be employed at Executive Board meetings.

Procedure:

Steps to motion:

1. Member #1 addresses the Chair, "Madame/Mr. Chairman"
2. Chair recognizes Member #1.
3. Member #1 introduces the motion, " I move that..."
4. Member #2 seconds the motion.
 - a. No second is needed if the motion is the result of a committee's recommendation. At this point, the motion is still the property of the "maker" and the "seconder."
5. Option of the Chair:
 - a. The Chair may make a statement such as the following, " I hear your concern about this problem and in view of our full agenda (the complexity of the problem, or whatever applies which will explain why the discussion should be deferred) and if there are no objections, I would like to suggest that we refer this to a committee."
 - b. Chair states the motion as soon as it is seconded. The motion now becomes the property of the "Assembly."
6. The Chair calls for discussion.
 - a. The chair may call for discussion as soon as the motion has been seconded. In this case, the rules of debate apply (pro and con speakers must alternate, and no one may speak a second time until everyone has had a chance to speak once who wishes to do so).
 - b. If it is desirable to consider the question informally (which merely means that there is no limit to the number of times a member can speak on the question or any amendment), then a member makes a motion that this be done: "I move that the question be considered informally." (Second and Vote)
7. Call for the vote.
 - a. The Chair may ask, "Are you ready for the question?"
 - b. A member of the assembly may state, "I call for the question."
 - c. This really means, "I move the previous question and wish to close debate."
 1. The Chair then says, "If there are no objections, we'll vote on the motion."
 2. If there are objections to closing debate, there must be:
 - a. A second to "call for the question."
 - b. A 2/3rds vote of the members to close debate.
8. Chair restates Member #1's motion.
9. Members vote.
10. Chair announces the vote.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

PARLIAMENTARY PROCEDURE

MOTION



REPEAT MOTION



ASK FOR A SECOND



DISCUSSION
(start with motion
maker)

AMENDMENT



SECOND



MOTION & AMENDMENT

DISCUSSION
(start with motion
maker)



(Ask motion maker if
agree/disagree)

CLOSE



NO

DISCUSSION ON AMENDMENT
(Start with Amendment
maker)



CLOSE

VOTE ON AMENDMENT

YES

NO



(Amendment added to
motion for discussion)



(Go back to discussion on
just motion)

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

GUIDELINES FOR PARLIAMENTARY PROCEDURE:

- Prior to motion is discussion on presented report.
- Motion signifies action on report.
- A second shows there is an agreement by one other person to bring the motion on the floor. There is no need for a second when the motion is put forth by a committee.
- Discussion on the motion should focus on only what is germane to the motion, not other things. It is easy to go off track.
- Discussion on amendment focuses only on the amendment. If amendment is passed, discussion will then focus on motion and amendment.
- Vote: ask for ayes, nays, and abstentions.

Resource: Guide to Making a Motion

Why is it important?

Robert's Rules of Order was first published in 1876 and has long been the standard for organizational proceedings. This proves a standard for facilitating group decision making. Copies of the rules are available at most bookstores and online at www.robertsrules.com. Although they may seem long and involved, having an agreed upon set of rules makes meetings run smoothly. There are numerous aspects of Robert's Rules however to keep it simple this brief document will only discuss how to make motions and procedure to vote.

Who votes?

(This is determined in your bylaws based on who is a voting member.)

A quorum must be present for an official meeting. A majority is vote is required to pass a motion, thus, 51% of the EB voting members need to be present.

What is a motion?

To introduce a new piece of business or propose a decision or action, a motion must be made by a voting group member ("I move that...."). The motion must then be seconded by another voting member. Discussion takes place after a motion has been made. After discussion, the group votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in the bylaws).

Who can make a motion?

Any board voting member can make a motion. Any board member can have an issue for action – voting or non-voting member – but the motion can only be made (and seconded) by voting members.

When is a motion needed? (the following are general guidelines)

- If something is not already in the bylaws or strategic plan, etc., a motion should be made
- If an item is already in the budget, a motion is not needed to spend the funds
- If an item or action is not budgeted, then a motion and vote are needed, and it should be specified (in the motion) where in the budget the money will come from.
- It is customary to make a motion to approve the agenda at the beginning of a meeting.

After a motion has been made a seconded:

The President states "It has been moved and seconded that _____. Is there any discussion?" This is the opportunity to further discuss the issue. There may or may not be any further discussion. Sometimes the discussion will require a need to change the original motion at which time an amendment must be made and seconded. If the amendment is adopted, the original motion is changed and voted on after any further discussion.

Amending a motion:

After discussion, a motion may need to be amended. A voting member may state, "I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____." Discussion should continue.

Refer to a committee:

If an idea or proposal being discussed needs more study and investigation an participant may state "I move that the question be referred to a committee made up of members Smith, Jones and Brown."

Postpone definitely:

If the motion needs more time for consideration of the question under discussion it may be best to postpone

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

it to a definite time or day, and have it come up for further consideration. " I move to postpone the question until _____."

Limit discussion/debate:

If discussion is getting long, give a reasonable length of time for consideration of the question. "I move to limit discussion to two minutes per speaker."

Withdraw a motion:

"I ask permission to withdraw my motion."

Call for orders of the day:

At the beginning of the meeting, the agenda was adopted. If the chairman is not following the order of the approved agenda. "I Call for orders of the day."

President puts motion to a vote:

The Presidents states "It has been___ (state motion) _____. Those in favor please raise your hand (or in the case of a conference call, say aye or yes). Those opposed raise your hand (or say no if on a conference call). There are _____votes in favor of the motion and _____ votes against the motion. With majority of the votes in favor (or less if not in favor), the motion is adopted (lost) and we will/will not___ (state motion) _____"

*If holding an electronic vote, all voting members are required to respond before a vote and be passed or rejected. If meeting in person or on a conference call, you just need a majority.

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

- By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
- By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

<http://governancemanagement.webauthor.com//affiliate-manual> (09 June 2017)

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Public Disclosure of California Academy Documents	
Section: Administration	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 12/2010	Current Review/Approval: 6/2020

Purpose:

Define the process by which California Academy documents will be made available to the public and to members.

Responsibility:

Executive Director

Policy:

Organizational documents including but not limited to By-Laws, Conflict of Interest Policy, Exempt Status Letters, Amended Articles of Incorporation, and financial documents including but not limited to annual tax returns and periodic financial statements, will be made available to the public or members via a newsletter, posting on the website, or upon request.

Organizational documents will be made available to the public upon request and to members via posting on the California Academy website and upon request. Financial documents will be made available to members via newsletter, posting on the website, or upon request.

All organizational and financial documents will be made available to the Executive Board upon request, periodically, and at appropriate meetings throughout the year.

Procedure:

1. Annually, a review of suitability for release of documents to the public and the members, will be conducted. If documents are deemed invalid, they will no longer be made available.
2. Organizational and financial documents will be provided to The Executive Board at the first meeting of the year, where applicable. The tax return will be provided to the Executive Board upon completion. Preparatory tax forms will be provided to the Executive Board, upon request.
3. In the Fall e-newsletter, the prior year's financial statement will be posted and disseminated to the membership, made available on the website, and upon request from the membership.
4. Financial statements will be provided to the Executive Board at least quarterly.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Whistleblower Policy	
Section: Administration	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 10/2010	Current Review/Approval: 6/2020

Policy:

The California Academy of Nutrition and Dietetics is strictly required under the law to be certain that any person acting in good faith as a “whistleblower” will not suffer any retaliation or adverse repercussions because of doing so. Federal law includes in the definition of a whistleblower one who discloses allegedly fraudulent conduct to a federal regulatory or law enforcement agency, a member of Congress, or any committee thereof.

Notwithstanding the specific provisions of the various laws, the California Academy of Nutrition and Dietetics fully acknowledges the need for a policy that encourages – and does not at all discourage – its members, leaders, and paid staff to bring to its attention any instances in which the California Academy of Nutrition and Dietetics is failing to comply with the law.

The California Academy of Nutrition and Dietetics will not permit any retaliation or punishment directed against an individual who acts in good faith to bring to the California Academy of Nutrition and Dietetics’ attention what the individual reasonably believes to be a violation of the law. Violations of the law by the California Academy of Nutrition and Dietetics serve only to create exposure to the California Academy of Nutrition and Dietetics for the expenditure of resources and possible liability. It is completely in the California Academy of Nutrition and Dietetics’ interest to recognize, address, and end any conduct that constitutes a violation of the law.

Individuals who wish to report possible violations of the law should do so without fear of reprisal, but they should take care to report them to appropriate personnel or leader, which will include any member of the Board of Directors.

It is also the California Academy of Nutrition and Dietetics’ policy that any good faith report or complaint will be fully and honestly investigated and evaluated. Where the conduct identified indeed constitutes a violation of the law, the California Academy of Nutrition and Dietetics shall immediately take prompt and remedial steps to ensure that the conduct is discontinued. Where practicable, the California Academy of Nutrition and Dietetics may share the results of the investigation with the person who brought the conduct to its attention, but it shall have no duty to do so. If the conduct is found not to be a violation of the law, or otherwise wrongful or unethical, the California Academy of Nutrition and Dietetics will, depending upon the circumstances, provide to the whistleblower an explanation of why it reached that conclusion.

General

The California Academy of Nutrition and Dietetics’ compliance policies require directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the California Academy of Nutrition and Dietetics must always practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Duty to Report Wrongful Conduct

It is the responsibility of all directors, officers and paid staff to report any and all suspected or actual wrongful conduct in accordance with this Whistleblower Policy. Wrongful conduct might include violations of federal or state law; serious violations of the California Academy of Nutrition and Dietetics policies; questionable accounting reports or internal controls; unethical business conduct; instances of dishonesty or fraud; sexual harassment; or discrimination on the basis of race, gender, sexual preference, religion, national

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

origin, or disability; or other serious improprieties that might impact the integrity, reputation, legal status, or effective operation of the California Academy of Nutrition and Dietetics.

Prohibition against Retaliation

No director, officer, or paid staff who in good faith reports wrongful conduct, including a violation of the law or of any of the California Academy of Nutrition and Dietetics' policies, shall suffer harassment, retaliation, or adverse employment consequences as a result thereof. An employee who takes retaliatory action against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable paid staff and others to raise serious concerns within the California Academy of Nutrition and Dietetics prior to seeking resolution outside the organization.

Accounting and Auditing Matters

The Finance and Audit Committee of the Executive Board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. Any officer of the California Academy of Nutrition and Dietetics shall immediately notify the Committee of any such complaint and work with the committee until the matter is resolved.

Requirement of Good Faith

Anyone filing a complaint concerning a violation or suspected violation of law or policy, to come within the scope of this Whistleblower Policy, must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and to have been made maliciously, without reasonable basis, or with knowledge of their falsity will be subject to disciplinary action up to and including termination.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. While complaints or concerns may be submitted anonymously, individuals are encouraged to identify themselves to increase the credibility of the submission and to facilitate follow-up investigation. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer to whom a complaint or report is sent will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: General Information	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 6/2020	Current Review/Approval: 9/2019

Purpose:

To exercise powers of California Academy, control its property and conduct its affairs, except as otherwise provided by law.

Composition, Terms of Office, if appropriate:

President (one year)

President-Elect (one year, then moves to Presidency)

Immediate Past President (one year after Presidency)

Secretary/Treasurer (two years)

Vice President, Education (two years)

Vice President, Communications (two years)

Vice President, Public Policy (two years)

Vice President, Member Benefits and Services (two years)

Vice President, Inclusion, Diversity, Equity, and Access I.D.E.A. (two years)

Chair, Delegates (elected annually from Delegates Council)

Ex-officio members:

California Academy Executive Director

California Academy Foundation Chair

District Presidents/Regional Representatives (positions may or may not receive support to attend in person meetings)

Election to office shall constitute election to the Executive Board for the term of office.

Major Duties and Responsibilities:

1. Identifies organization long range strategic goals, annual activities, and key issues affecting the organization.
2. Accepts and periodically reviews organization objectives utilizing recommendation of the councils.
3. Assures the representations, goals, and issues supported are true to the national Academy's mission, vision and position which are based on scientific evidence.
4. Determines administrative policies.
5. Manages property and business of organization.
6. Approves annual budget.
7. Makes and changes rules and regulations consistent with Bylaws for management of organization's business and affairs.
8. Actively manages legislative activity pertaining to professional practice.
9. Instructs Delegates to the Academy House of Delegates about matters Executive Board wishes discussed by the House of Delegates.
10. Sends issues and challenges to Councils or Committees for study, discussion, and report development.
11. Receives reports and acts on recommendations made by Councils and Committees.
12. Reports actions taken and reasons for actions.
13. Makes appointments to fill vacant elective offices until next regularly scheduled election.
14. Appoints ad hoc committees to study special issues.
15. Receives and acts upon reports and requests from all committees assigned to report to Executive Board.
16. Plans for Board members to make official visits to district each year.
17. Prepares Annual Report or End-of-Year report each year.
18. Recognize members of council and committees at the end of the year.
19. Fiduciary responsibility for the organization.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Orientation	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 9/2018	Current Review/Approval: 6/2020

Purpose:

To ensure the thorough and timely orientation of new Executive Board Officers.

Policy:

1. The President will invite the newly elected Executive Board members to any remaining Executive Board meeting(s) (held just prior to Annual Meeting) for the current year.
 - i. Each Executive Board member will contact Elected counterpart to review activity of their position prior to the California Academy Annual Conference.
2. The Executive Board-elect orientation will begin in May via email, conference calls, and mailings, and will continue at the first meeting of the new fiscal year.
3. Topics of education:
 - i. Executive Board Budget process.
 - ii. Orientation Packet
4. Executive Board members are responsible for educating their council/committee members regarding job duties, time commitments, and the Reimbursement Policies & Procedures. A position description is to be provided to each council/committee member by the Council VP.
5. Executive Board members will be responsible for continuing to facilitate transitional activities after the Annual Conference.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Executive Board Appointments	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 6/2020	Current Review/Approval: 9/2019

Purpose:

To provide for orderly appointment of Executive Board committees and positions.

Policy:

Responsibility for appointments is made by the designated Executive Board member prior to the end of the fiscal year, approved by the Executive Board at the final Executive Board meeting except where another month or time is indicated.

Terms of office run from June 1st to May 31st unless otherwise noted.

Even year refers to the first year of the term serving, e.g., 2020-2021 is an even year term.

Vacancies are filled by appointment by the responsible Executive Board member in consultation with the President; approved at the next Executive Board meeting; appointment will extend to end of the current term.

Person making the appointment and/or recommendation for appointment	Position	Appointment Frequency and/or Length of Appointment
President	Ad hoc committees and task forces	As needed
	New member liaison	
President elect	Annual conference planning team	1-year appointment
Immediate Past President		
VP Communications	Website review committee (and chair)	2-year appointment odd years
	Social media committee (and chair)	
	Media rep	
VP Public Policy	Nutrition Services Payment Specialist	2-year appointment
	State Legislation & Congressional Ambassadors Coordinator	
	Delegate Representative	
	Lobbyist	
	District Representatives	
	State & Federal Legislation Reps	
VP Education	Education Council Members	1-year appointment
VP Member Benefits	Member Benefits Council Members	1-year appointment
VP I.D.E.A	I.D.E.A Council Members	2-year appointment
Delegate Co-Chair	Delegate Chair	1 year/elected by HOD members
Regional Representatives	Members of a region appoint regional representatives to the EB as Ex-Officio Members	2-year appointment

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Regions	
Section: Admin	Primary Responsibility: Entity/Council: Regional Representative and Executive Board
Last Revised: 06/2021	Current Review/Approval: June 2021

Region Functions:

Regions may have a variety of functions, such as, but not limited to; creating networking opportunities, tracking technical resources, leadership development and/or providing continuing professional education supported by the region.

Composition, Terms of Office:

1. Regional Representative resides in the region is appointed for two years in odd numbered years and/or when position is vacant and is an ex-officio member of the executive board.
 - a. This position will be appointed by the membership of the region and approved by the California Academy Executive Board with no benefits of the executive board for travel etc. outside the budget of the region.
2. Inclusion, Diversity, Equity, and Access Chair, resides in the region, is appointed by regional membership, and sits on the state I.D.E.A. Council.
3. Membership/Activity/Education Chair, resides in the region, is appointed by regional membership, sits on Education council/Annual Conference Committee or membership council at the state. All Activities are supported through the state by the Executive Director with approval of the state board.
4. Public Policy Chair, resides in the region, is appointed by regional membership, sits on the Public Policy Council of the state board.
5. Regions may form additional task forces or committees as needed to conduct duties.
6. Delegate Representative.
7. President of the State Executive Board.
8. Executive Director

Reports to: Executive Board/Regional Representative

Meetings:

1. Region shall meet minimum of once per quarter or four times per year via conference call or webinar. One meeting shall be for developing the Regional Plan of activities.
2. Regional chairs are encouraged to attend Annual Conference or Leadership Summit and other activities hosted by the CA Academy.
3. Regions meet independently to support regional activities.

Duties and Responsibilities:

1. Coordinate regional activities that support the California Academy’s mission.
2. Promote I.D.E.A. Activities within the region.
- ~~3. Promote opportunities to enhance membership opportunities for Academy members residing in the California region. of California.~~
4. Provide communications information and materials to the State Affiliate Communications and/or Executive Director for dissemination.
5. Review and submit annual budget and plan to the Executive Board for approval including general administration classed as a percentage of the budget.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Geographic Boundaries:

Los Angeles Region consists of all the cities of Los Angeles County.
Coastal Tri County consists of all the cities of San Luis Obispo, Santa Barbara, and Ventura Counties.

Membership

Membership will consist of members of the Academy Affiliated with California residing in the geographical boundaries of the region.

Fiscal Oversight and Budget

Regional activities will be supported as part of the budget for the California Academy. Activities directly impacting the region will be classed into a regional budget including general administrative percentage.

Regions will not collect dues.

Regional activities will be approved by the Executive Board of the California Academy through the Treasurer and the Executive Director.

Regional budgets will be submitted annually with the State Budget. Additional requests will be submitted to the Executive Board for approval.

Regions are encouraged to host activities for regional and membership at a fee or to solicit sponsors to conduct activities.

All contracts for services will be through the California Academy and signed by the Executive Director or the Treasurer.

The Executive Board is responsible for ensuring the efficacy with the rules and guidelines of the organization, including ByLaws and policies and procedures, and ensuring activities are held within the allotted budget.

Title: Position Description- Regional Representative	
Section: Admin	Primary Responsibility: Entity/Council: Executive Director/Executive Board
Last Revised:	Current Review/Approval: May 2021

Term of Office:

Two years. Appointed to office by members of the region and approved by the California Executive Board.
Maximum 2 terms.

Major Duties and Responsibilities as Regional Representative

1. Serves as an Ex-Officio member of the Executive Board.
2. Submits reports of Executive Board meetings, as appropriate, to BULLETIN / E-News Editors in a timely fashion.
3. Supports regional activities, communications, and oversight in collaboration with the executive director and executive board.
4. Responsible for facilitating 4 quarterly regional meetings virtually annually.
5. Collaborate with the Executive Board and region chairs on activities.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description- Secretary/Treasurer	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 9/2018	Current Review/Approval: 6/2020

Term of Office:

Two years. Assumes office in even-numbered years. Maximum 2 terms.

Major Duties and Responsibilities as Secretary:

6. Serves as member of Executive Board.
 - i. Assumes responsibility for minutes of all meetings of the membership and Executive Board.
 - ii. Arranges for Executive Board’s review of minutes prior to each meeting.
 - iii. Provides for dissemination of the minutes electronically or other to Executive Board and other designated individuals within 3 weeks of the meetings.
 - iv. Submits a complete set of minutes with a summary of Exhibits, Action Items, and relevant attachments to the Executive Director.
7. Submits reports of Executive Board meetings, as appropriate, to BULLETIN / E-News Editors in a timely fashion.
8. Submits an annual end-of-year report of Council's activities, accomplishments and recommendations based on the assigned Goals/Objectives of the CA Academy Operational Plan, by June 15th to the President.
9. Actively seek, develop, and pursue at least two potential CA Academy candidates for this position while serving in this capacity for succession plan.

Major Duties and Responsibilities as Treasurer:

1. Serves as a member of the Executive Board and the Executive Committee of the Board.
 - a. Approves a full and accurate account of all receipts and disbursements from financial records belonging to California Academy.
 - b. Ascertains that all bills are paid promptly based on the budget allocations.
 - c. Presents current written statements of financial status of Association as necessary for Executive Board meetings according to the Procedures.
 - d. Approves an annual financial report which is published for Members as soon as possible after fiscal year end.
2. Hold authorization to be on bank signature cards with one additional signature – President and to co-sign checks over \$5,000 with the Executive Director.
3. In collaboration with the Executive Director, prepares a budget to be presented to Executive Board for approval according to Budget Policies.
4. Responsible for analyzing budget and making recommendations to Executive Board of any desirable changes therein or the disposition of any surplus funds.
5. Advises upon all financial matters affecting California Academy, as requested by its officers, or outside contractors or governmental agencies, boards, or committees.
6. Operates the organization under the basic guideline of 6 months operating reserves.
7. Assures completion of annual financial reports, audit and filing of taxes for the immediate past year upon completion of each year in office.
8. Submits an annual end-of-the-year report of the Treasurer’s activities and accomplishments of assigned Goals/Objectives of the California Academy Operational Plan, as well as future recommendations, as scheduled.
8. Acts as teller for Delegate Council and tallies votes for annual Delegate Co-Chair selection.
9. Assures an audit and taxes are done annually or as needed.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Committees Reporting to Treasurer:

Finance Committee

Calendar for Fiscal Year:

July: Executive Director: Send electronic letter re: tax forms to all District Treasurers w/sample advise districts to file Internal Revenue Service and Franchise Tax Board within 5 months and 15 days after May 31st, which is the end of the fiscal year.

January: Disbursement prepared budget packets from the Executive Director.

Mar/April: Finance Committee meets in person, electronically or via conference call before Annual Conference to balance budget (proposed) for next fiscal year for Executive Board approval.

April/May/June: Executive Board votes on final budget at the final or first Board Meeting of the year.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Finance Committee	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 5/2015	Current Review/Approval: 6/2020

Purpose:

The Finance Committee shall provide oversight to financial matters, fiscal affairs, and fiscal reports of the California Academy.

Composition, Terms of Office:

President
President Elect
Secretary/Treasurer
Immediate Past President
Executive Director (ex-officio)

Reports to:

Secretary-Treasurer

Duties and Responsibilities:

1. The committee will be chaired by the Secretary-Treasurer who will oversee all agendas, meeting proceedings, and distribution of minutes of the meetings.
2. The committee shall make relevant reports of its activities and affairs to the Executive Board.
3. The committee shall meet in person, electronically or via conference call at least once per year to develop the proposed budget for the upcoming year, prior to the budget to the Executive Board for approval.
4. The committee will meet with the designated investment company at least bi-annually.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Finance/Fiscal Policies	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 8/2017	Current Review/Approval: 6/2020

Board Members Having Primary Responsibility:

Secretary-Treasurer
Executive Director

Policy:

The California Academy is a not-for-profit membership organization funded annually by rebates from the Academy of Nutrition and Dietetics (based on dues paid), as well as income from Annual conferences, summits, Supporting Memberships, Donations, Special Projects, Workshops and the sale of materials and services.

Funds are spent annually in operation of administrative support, Annual conference and by the Executive Board and Councils and committees to carry out the current Operational plan.

Funds shall be maintained in reserve accounts to cover at least six months operating expenses. The California Academy annual operating budget shall be balanced whenever possible.

Budget decisions will be made based on California Academy goals and objectives as approved by the Executive Board. The Executive Board will use the priorities established by the strategic plan in the current operation plan to allocate California Academy program resources.

The Secretary-Treasurer in conjunction with the Executive Director shall be responsible to set the timelines and procedures to be followed for the annual operating budget process including initial preparation, input, analysis, and monitoring.

Month:	Item to Complete
June	Fiscal year begins
July	<ul style="list-style-type: none"> ● Executive Director (ED) provides detail on approved budget to Executive Board members. ● ED provides month end financial reports to the Secretary/Treasurer, with review for write up
August – May	<ul style="list-style-type: none"> ● ED provides periodic financial reports (no less than every quarter) to the Executive Board via the Executive Director and Secretary-Treasurer, with review write-up.
November	ED provides prior year end financial report to membership
January/February	Executive Director distributes budget packet to Executive Board for development of the next year’s budget.
March	Executive Board completed budget requests are due to Executive Director/ Secretary-Treasurer for the Finance Committee Meeting which is held in advance of the final Executive Board Meeting of the year.
April/May/June	Executive Board votes to approve the budget as recommended by the Finance Committee

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

1. Each Executive Board member and the Executive Director are responsible for information for their components of the budget, both income and expenditures. This responsibility includes the transmission of budget requests from committees, councils, and operations under their jurisdiction, information on changes to the approved budget, and monitoring the income and expenditures on a periodic basis with the Secretary-Treasurer.
2. The final approved figures, along with budget detail, and all reports for monitoring (minimum of three per year) will be provided by the Executive Director to the respective Board Member for their use and transmittal to other operational units. In addition, California Academy Budget Trends Reports will be provided to each Executive Board member for each regular Board Meeting.
3. Executive Directors and officers, committee chairperson, or other project heads are responsible to monitor and stay within their budgeted allocation.
4. Any expenditures over the annual budget must be approved by the Executive Board.
5. Membership rebates are not given to district associations.
6. Executive Board will approve all salary raises and bonuses for paid staff, based upon recommendations of the Human Resources Committee.
7. Check signing from CA Academy held bank accounts will be by authorized personnel only: President, Secretary-Treasurer, and Executive Director.
 - a. The Executive Director, President or Secretary-Treasurer may sign checks for up to \$5,000 for C6 funds.
8. The California Academy of Nutrition and Dietetics uses the **QuickBooks Premiere** Financial Software system by **Intuit** for budgeting, check writing, accounts payable, financial tracking and reporting.
9. A Formal Fiscal Policy is an addendum to this P&P.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Expense Reports/Reimbursements	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 5/2015	Current Review/Approval: 6/2020

Responsibility:

Secretary/Treasurer

Policy:

The California Academy of Nutrition and Dietetics reimburses officers and leaders for certain expenses allocated in the annual budget when conducting association business.

Reimbursement is based on rates budgeted to meet the operational needs of the organization.

Receipts are required (including mileage). Expenses more than established rates will be denied unless prior approval was obtained from the Executive Board.

The designated Officer/Leader of the committee/council, prior to submission of the Request for Reimbursement form to California Academy for payment, must approve all expenses.

Eligibility for Reimbursement

1. Expense Reimbursement
 - a. Elected officers, appointed leaders, committee members, and volunteers are eligible for expense reimbursement for attending approved meetings, workshops, hearings, etc. as defined by the Expense Reimbursement grid and this policy.
2. Contractor/Employee Expense Reimbursement
 - a. Expenses of contractors/employee are not covered by this policy.
3. Approval of Expense Reimbursement.
 - a. All expense reimbursement claims must be submitted for approval to the officer of the specified organizational unit (Supervising Officer). It is the responsibility of the officer to review the claim, verify the expenses, and ensure meet current policy limits. The officer must approve the claim by submitting the claim to the CA Academy and may done by electronic signature.
4. Policy Review and Expense Limits
 - a. Each year, or as needed, the Executive Board will review this policy and set the limits for the reimbursement of expenses.
 - b. The policy remains in effect until the next subsequent review and action by the Executive Board.
5. Approved Expenses
 - a. Per Diem Meal Expenses
 - i. Per diem meal expenses are incorporated into the budgets of each Council and for the Executive Board.
6. Mileage/Parking
 - a. Mileage is paid from home to transportation hub and return or home to meeting site and return.
 - b. Mileage will be reimbursed at the IRS rate that was in effect when the budget was approved.
 - c. Parking costs are reimbursable up to the maximum allowed per day. The number of days is defined on the Expense Reimbursement Grid.
 - d. Shuttle Transportation may be substituted for mileage plus parking for airline travel.
7. Air Transportation or Substitute for Air Transportation
 - a. Airline reservations may be made by the individual or the CA Academy Staff, in which case no reimbursement to the individual.
 - b. Reimbursement limits are defined as part of this policy, if mileage is substituted, the overall cost cannot exceed comparable air fare.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

8. Lodging
 - a. Travel for CA Academy volunteers may require sharing rooms. Expenses more than the established limit must be approved in advance. Personal expenses such as internet, movies, telephone, etc. are not reimbursable.
 - b. Hotel reservations may be made by the individual or the CA Academy Staff, in which case no reimbursement to the individual.
9. Meeting and Event Registration
 - a. Meeting registration is budgeted and approved in advance by the Executive Board. Members are encouraged to use "Early Registration" rates where possible for the approved events.
 - b. Registration paid by the CA Academy is noted on the Reimbursement Grid. Receipts are required and expenses to be paid through CA Academy staff are preferred.
 - c. CA Academy events will be registered by the CA Academy staff not the individual volunteer.
10. California Academy Meals
 - a. When CA Academy provides meals at a meeting per diem meal expenses will not be allowed, even if the member chooses to have a meal in another location/restaurant.

Expense Reimbursement Procedures

1. Obtain Request for Reimbursement Form from Officer of the committee/council.
2. Complete and submit the signed form within 7 days from the event date or expense expenditure, or by May 31, year-end, if the event takes place less than 7 days from May 31.
3. Send the completed Request for Reimbursement Form and receipts for approval to the California Academy Officer of the council/committee as per Approval Table that follows.
4. The officer will review the claim, fill in any missing information, assign account numbers to the form, and approve the claim within 7 days from receipt. The expense should be approved and paid no more than 14 days after the event or expense occurrence.
 - a. The recipient will designate payment preference at the time of expense submission to the Executive Director and provide current banking information or address.
5. Overpayments
 - a. In the event an overpayment occurs the member will be required to return the excess payment to California Academy.
 - b. Notification of overpayment is via email with proof attached and a requested return.
6. Exceptions to this policy must be approved in advance by the President or Executive Director.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

TRAVEL EXPENSE REIMBURSEMENT LIMITS 2021-2022

	Description	Limit
Per Diem Meals	Meals for approved meetings or events, unless otherwise budgeted. (Excluding meals when provided by CA Academy)	Maximum \$30 per day
Shuttle	Car service, shuttle, taxis, or buses from airport to meeting sites and return	Maximum \$20 per leg of trip: airport to hotel or event, hotel, or event to airport
Mileage	Miles from home to closest airport and return Or Miles from home to meeting/event and return. NOTE: Driving or other transportation to an event/meeting, reimbursement will not exceed maximum airfare reimbursement for meeting/event attendance.	Reimbursed at IRS rate.
Parking	Airport or meeting parking	Maximum \$25 per day
Air Fare	In CA: \$200 maximum Outside CA: \$500 maximum NOTE: must have prior approval if exceeds the allowable maximum	\$200 standard fare \$500 out of state fare-FNCE®, Advocacy Summit (PPW), etc.
Baggage Fee	Travel within CA: no reimbursement Travel outside CA: maximum of \$50	\$50 per trip outside CA
Lodging	Rooms may be shared by volunteers	Budgeted rate 2022 Annual Conference: \$219/night + 14% + fees = \$254
Meeting/Event Registration	Meeting registration paid by California Academy	Varies by meeting/event Check the budget

*Room rates vary depending on event. Check the budget allocation.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Executive Board Expense Approval Structure

CA Academy Executive Director	President	President Elect	Secretary Treasurer
Consultants / Contractors	Executive Director	Annual Conf Speakers Program	President Executive Director
Annual Conference	Executive Board		Regional Activities/Reps
Awards Committee	Past Elected Officials		
Other expenses	Elect-Elect Officials		
Regional Representatives /Activities	District Presidents		

Co-Chair of Delegates	VP Public Policy Council	VP Member Benefits and Services	VP Communications Council	VP Education Council	VP I.D.E.A.
Delegates	Council Members	Council Members	Council Members	Council Members	Council Members
	District PP Reps				

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Events with Reimbursement of Expenses (last updated for 2020-21)

	Number of People	EB Retreat Meeting	Leadership Institute	, Nov & Jan Meeting	PP Workshop CA	CA Academy Annual Conference & Board-elect Meeting		
President	1	T		call		2D,4N,T, R		
President Elect	1	T		call		1D,3N,T, R		
Past President	1	T		call		1D,3N,T, R		
Secretary Treasurer	1	T		call		1D,3N,T, R		
VP Public Policy	1	T		call	T, R	1D,3N,T, R		
VP Member Benefits/Services	1	T	T	Call		1D,3N,T, R		
VP Communication	1	T		call		1D,3N,T, R		
VP Education	1	T		call		1D,3N,T, R		
VP I.D.E.A.	1	T		Call		1D, 3N, T, R		
Chair Delegates	1	T		call		1D,3N,T, R		
Delegates	4					1D,3N,T, R		
Education Council	7							
Public Policy Council	8							
Communication Council	5							
Media Reps	2							
Awards Chair	1							
Nominating Chair	1							
Regional Reps	2	T		call				
District Presidents	8							
District President-Elects	10							
EB Elect Members	3					T		

CA Academy Expense Reimbursement for Academy Events

	Number of People	HOD/FNCE® Meeting - Fall*	AND FNCE®	HOD Spring Meeting	Pres-Elect Training	Advocacy Summit (PPW)
President	1		4D,4N, T,R			
President Elect	1				3D,2N	
Chair of Delegates	1	3D,3N		Virtual		
Delegates	4	3D,3N		Virtual		
VP Public Policy	1					Per district up to 6
PP: PPC, SPR, CPC, HC Reimbursement Rep	1					

*Consult current AND travel reimbursement policy for availability of funds

+If register for all three days of the CA Academy Annual Conference. Only Travel if not attending.

CA Academy Expense Reimbursement for Other Programs/Meetings

Executive Board	Transportation paid if required to attend
Executive Director	Employee expenses paid for travel, per diem, hotel, registration, and time (Employee is paid for attendance as a requirement of the job)
VP or Chair	Transportation paid if required to attend
Fiscal Affairs Committee	Transportation paid for attending Budget/Planning Meetings
Incoming Board	Transportation paid to attend last Executive Board Meeting
Committees	Transportation paid to attend necessary face to face meetings.
KEY:	T = Transportation N = Night lodging D = Per diem R = Registration

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Human Resources Committee	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 7/2017	Current Review/Approval: 6/2020

Purpose:

The Human Resources Committee oversees California Academy personnel policies and practices. It acts as an advisor to Executive Board and Executive Director in all matters relating to Personnel.

Composition, Terms of Office:

The committee is composed of the President as Chair, the President Elect, immediate Past President, plus one additional Executive Board officer appointed by the President. Each member serves for the duration of term of office. The Executive Director serves in an advisory capacity.

Reports to:

President

Duties and Responsibilities:

1. Reviews and recommends personnel polices to Executive Board.
2. Maintains a current Employee Policy Manual in collaboration with the Executive Director; provides annual review and update for the approval by the Executive Board, annually.
3. Prepares Annual Performance Appraisal of the Executive Director.
4. Handles employee grievance procedures as outlined in the Employee Policy Manual.
5. Reviews all new or revised job descriptions, permanent or temporary staffing requests and any other personnel related issues on behalf of the Executive Board. Presents personnel related recommendations to the Executive Board for approval.
6. Coordinates recruitment for Executive Director position. Maintains files on recruitment process.
7. Recommends Executive Director’s annual performance-based salary merit increase and/or bonus to the Executive Board for approval.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Resignation/Removal from Office	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 9/2018	Current Review/Approval: 6/2020

Purpose:

To provide an orderly and defined process for removal from office and/or resignation.

Policy

Any elected Officer, Delegate, Nominating Committee member or appointed committee chair may be removed by the persons authorized to elect or appoint such leaders when, in their judgment, the best interest of the California Academy would be served by their removal.

Nonperformance, improper performance of duty, and ethics violations would present valid cause for removal. The rights of the individual shall be protected throughout the process. All written communication and documents will be considered as confidential information and will not be disclosed to the general membership. If a member is removed, it will be by two-thirds vote of the Executive Board, as per the Bylaws.

Procedure:

Removal of Officers or Removal from Office

1. A written statement from the President (or Past President if the complaint is against the President) at the request of or with input from any other member of California Academy, outlining the alleged nonperformance or improper performance of duty, will be sent by registered mail to the individual, who will have 15 days to respond to the statement.
2. Within one week, the HR Committee and California Academy legal counsel, if deemed appropriate, shall review the statement and response, if submitted, and reach a decision about the disposition of the statement, which shall be either 1) to dismiss the statement if the complaint is without merit, or 2) to recommend that a panel be appointed to further investigate the statement.
3. If a panel is needed, the President or Past President shall appoint a representative from each of the following councils: Education, Member Benefits and Services, Communications, Public Policy and Delegate. The panel shall elect its own chair. The Executive Director will serve as an ex-officio member of this panel.
4. The panel shall meet, either in person or by telephone conference call, within 7 days to review the issue and determine additional information needed. The respondent will be given 15 days during which to provide additional information for the panel.
5. The panel shall meet again within 7 days from receipt of the response to decide. At least 3 of 5 members of the panel must approve the recommendation for removal. In the case of an elected officer or official, the recommendation will be sent to the Executive Board for electronic vote or conference call as appropriate. At least two-thirds (per bylaws) of the Board must accept the recommendation for removal.
6. If the vote is for removal, the respondent will be notified by registered mail and asked to resign. Notice of the vote for removal shall appear in member only communication.
7. All records of the proceedings shall be maintained in accordance with the California Academy's records retention policy.

Resignation from Office

1. A written statement of resignation will be sent to the appropriate VP (committee chair) or President (elected office).

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Sponsorship Policy	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 6/2016	Current Review/Approval: 6/2020

Purpose:

California Academy of Nutrition and Dietetics provides a robust schedule of professional networking, continuing education, and community nutrition service events. Our vision is to optimize California's health through food and nutrition. Our mission is to empower our members to be California's food and nutrition leaders. The California Academy welcomes key collaboration (e.g., networking, sponsorships, and advertising) opportunities to organizations, businesses, and companies that align with our mission and vision and can work jointly with potential sponsors to generate mutually beneficial outcomes.

To collaborate with the California Academy, potential sponsors must align with our vision, mission, and values.

Policy:

Integrity

1. Sponsor's vision and mission should align with the Academy's Vision, Mission and Strategic Goals
2. Scientific accuracy based on evidence-based research.
3. Presents a balanced view, based on research, of a controversial issue in which the sponsor has a stake.
4. Sponsor would be responsible, as agreed, for all direct and indirect costs associated with the project.

Health

1. Foods and beverage items strive to provide recommendations outlined in the 2015-2020 Dietary Guidelines for Americans
2. Educational campaigns and marketing material provide evidenced based research information and are in line with the 2015-2020 Dietary Guidelines for Americans
3. Marketing strategies targeted to children should meet the *Recommendations for Responsible Food Marketing to Children by Healthy Eating Research*, a national program of the Robert Wood Johnson Foundation, 2015
(http://healthyeatingresearch.org/wp-content/uploads/2015/01/HER_Food-Marketing-Recomm_1-2015.pdf)

Transparency

1. Names of sponsors will be disclosed on printed and electronic forms of communication such as www.dietitian.org.
2. Sponsor of a speaker must meet sponsorship guidelines.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Sponsorship/Co-Sponsorship Policy	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 5/2015	Current Review/Approval: 6/2020

Purpose:

Requests for California Academy's participation as a sponsor or co-sponsor will be evaluated on an individual basis by the Executive Board.

Level of participation and extent of financial obligation will be determined by the Board.

Explanation:

Sponsorship by California Academy implies:

- a. mutual control of program content
- b. mutual control of budget
- c. mutual financial gain or loss

Co-sponsorship by California Academy implies:

- a. approval of general purpose of meeting
- b. input to but not necessarily control of program planning
- c. no control of budget

California Academy will sell labels to co-sponsoring organizations at reduced costs:

- a. to districts
- b. to non-profit organization
- c. to commercial organization

Members or organized units learning of opportunities for sponsorship should make a request, and a recommendation, if appropriate, to the President.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description-Executive Director	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 2/2019	Current Review/Approval: 5/2021

ORGANIZATION OVERVIEW

The California Academy of Nutrition and Dietetics (CA Academy) is a non-profit (501c6) member affiliate of the Academy of Nutrition and Dietetics. CA Academy’s members include approximately 6,500 registered dietitian nutritionists (RDNs), nutrition dietetic technicians registered (NDTRs) and students committed to improving California’s health and advancing the profession of dietetics through research, education, and advocacy.

The California Academy of Nutrition and Dietetics Foundation (CA Academy Foundation) is a non-profit (501c3) organization that promotes optimal health and nutritional status of the public by supporting quality dietetics practice, education, and research. CA Academy Foundation is the philanthropic arm of the California Academy of Nutrition and Dietetics.

JOB SUMMARY

The Executive Director is the operational leader of California Academy and California Academy Foundation. The Executive Director is responsible for overseeing the organizations' overall operations, ensuring that all activities support the mission, vision, and strategic plan and that the organizations are operating efficiently and effectively to meet organizational goals. The Executive Director along with the Executive Board is the public face of CA Academy and CA Academy Foundation, interfacing with members, educational institutions, vendors, sponsors, government officials, and the public. The Executive Director is accountable to the CA Academy Executive Board, and the President serves as the chief liaison between the Board and the Executive Director. The Executive Director serves as an ex-officio board member to the boards of CA Academy and the CA Academy Foundation.

ESSENTIAL JOB FUNCTIONS (Including but not limited to)

- Communicates effectively with CA Academy and CA Academy Foundation Boards and provides, in a timely and accurate manner, all information necessary for the Boards to function efficiently and effectively and to meet organizational goals and member needs.
- Partners with the CA Academy Executive Board and CA Academy Foundation Board to develop and implement strategic plans that meet business goals, vision, and mission and promote the affiliate organization and its members. Equity and access throughout CA Academy
- Collaboratively develops new programs and practices that effectively increase diversity, and providing support to various councils, districts, and members to achieve inclusion, diversity, equity, and access.
- Identifies, develops, and maintains funding resources, including member rebates, grants, donations, and industry sponsorship/support.
- Provides support for all events, such as Annual Conference, Leadership Institute, Public Policy workshop, Webinar Education program, online meetings, conference calls, and in-person board meetings.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- Oversees fiscal management of both organizations, including facilitation of the annual budget, distribution of funds in cooperation with the CA Academy Secretary/Treasurer and CA Academy Foundation Secretary/Treasurer, management and communication of budget performance, supervision of a bookkeeper, and submission of annual tax forms (prepared by a vendor/CPA).
- Develops, maintains, and supports positive relationships via outstanding interpersonal communication skills with key stakeholders, including government agencies, community organizations, universities, media, and members.
- Responsible for the oversight of temporary or permanent paid staff.
- Assists state, regional, and district appointed and elected volunteer leaders, as needed and in collaboration with the CA Academy and CA Academy Foundation Boards, to ensure volunteers' success in their respective roles.
- Facilitates and supports a positive culture of transparency, collaboration, and communication throughout the organization.
- Proactively identifies and addresses challenges in the internal and external environment to protect organizational interests.
- Serves as a member of all councils and committees.
- Approximately 90-95% of work time for CA Academy and 5-10% work time for CA Academy Foundation.

MINIMUM REQUIRED EDUCATION, SKILLS, AND EXPERIENCE

- Bachelor's degree in Nutrition, Dietetics, Business or related field and master's degree in Nutrition, Dietetics, Business, or related field.
- Minimum ten years of management experience working with cross-functional teams and managing budgets and projects to include three to five years of experience in marketing and/or marketing communication and working with agencies.
- Demonstrated outstanding professional skills in verbal and written communication, oral presentations, program planning, relationship development management, and marketing.
- Competence in multiple computer applications/platforms: Microsoft Office including Word, Excel, PowerPoint, Outlook; Content Management System; social media platforms including Facebook, Twitter, and Instagram; virtual meeting platforms/services including WebEx and GoToMeeting; and online document sharing sites like Google Drive or Dropbox.
- Understanding of and experience with financial strategies and finance-related performance metrics.
- Knowledge of and experience working with volunteer board and managing volunteers.
- Strong organizational abilities including planning, delegating, program development and task facilitation.

In addition to the minimum requirements, the following is preferred:

- Previous association management experience
- Registered Dietitian/Registered Dietitian Nutritionist credentialed through the Commission on Dietetic Registration with minimum five years of professional work experience related to nutrition and dietetics.
- *If Registered Dietitian/Registered Dietitian Nutritionist, member of the Academy of Nutrition and Dietetics with good standing.*

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

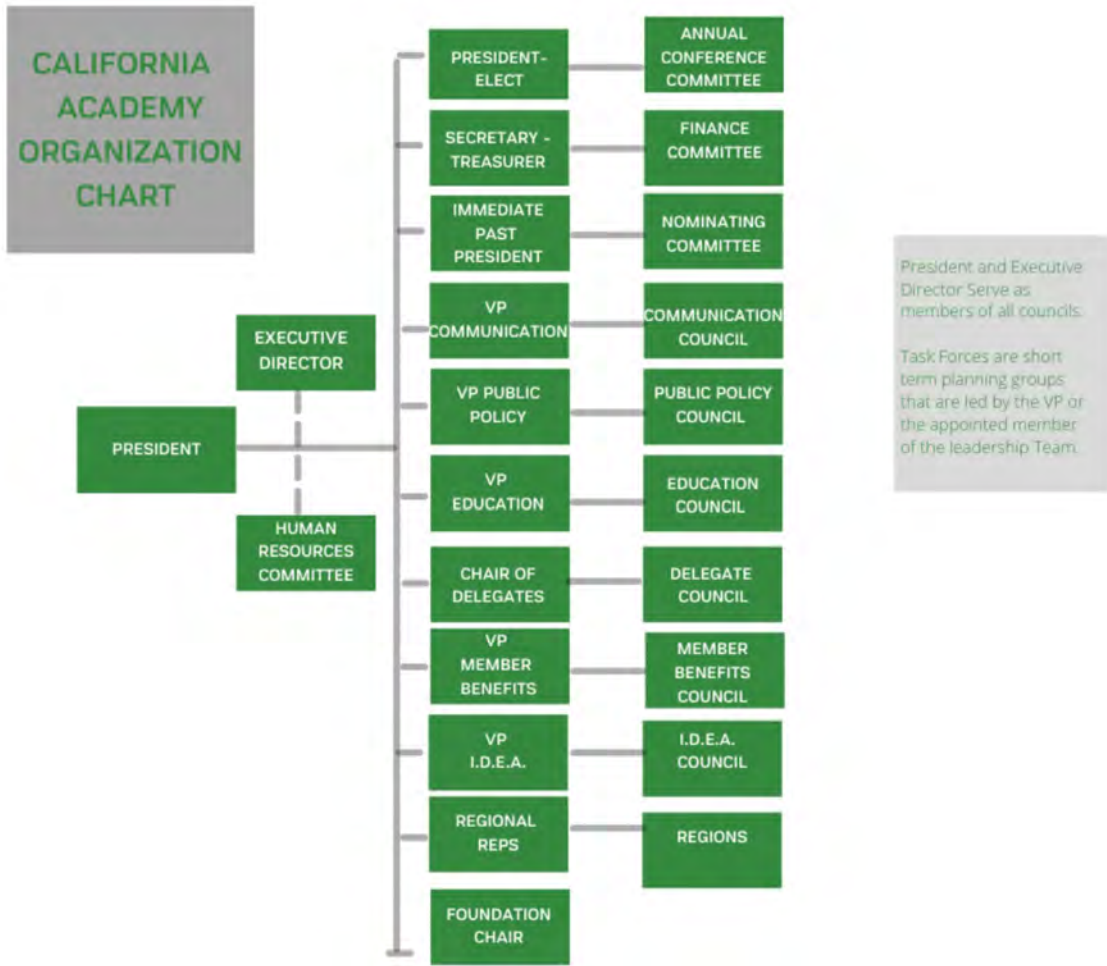
WORK ENVIRONMENT

- Remote or home office environment based in California.
- Travel of up to 25% to support and attend events such as FNCE, CA Academy Public Policy Workshop, CA Academy Annual Conference, CA Academy Leadership Institute, and CA Academy district events.
- Work evenings and weekends when requested (or other availability required outside of defined work schedule).

CONDUCT AND PERFORMANCE EXPECTATIONS

- Demonstrates accountability, integrity, and initiative.
- Models and upholds the Academy Code of Ethics
- Models and supports quality improvement and performance improvement activities.
- Models and demonstrates proficiency in collaboration, leading people, leading change, driving results, business acumen, and communication.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS



CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description – President	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 9/2015	Current Review/Approval: 6/2020

Term of Office:

One year, following 1 year as President-Elect and then followed by 1 year as Immediate Past President. Maximum 3-year term.

Major Duties and Responsibilities:

1. Serves as the chief elected officer of the California Academy and chair of Executive Board and the Executive Committee of the Board; collaborates with the Executive Board on all affairs of the California Academy.
 - a) Plans and presides over all meetings of the California Academy and Executive Board
 - b) Assumes general powers of supervision and active management usually vested in the office of president.
 - c) Invites committee chairs to present reports to the board
2. Attends meetings as budgeted and required by the Academy unless previously attended.
 - a) Represents the CA Academy of Nutrition and Dietetics as needed including: The Food and Nutrition Conference and Expo™ (FNCE®).
 - b) Attends meeting of state presidents and meetings of interest to state dietetic association during FNCE®.
 - c) Attends other meetings as budgeted and assigned.
3. Appoints chair and approves committee members of any special committees or Task Force subject to provisions in the Bylaws and approval of the Executive Board.
 - a) Responsible for appointments for Strategic Planning and Bylaws, or as needed.
 - b) Replaces persons unable to fulfill their responsibilities on any committee or board to which they have been appointed by the President, subject to approval of the Executive Board.
4. Serves as an ex-officio member of all councils and committees, including Finance Committee, and California Academy Foundation Board
5. Ensures that Executive Board reviews conflict of interest policy yearly and notes this in the official minutes of an Executive Board Meeting.
6. Directs notices to be emailed to the Executive Board and the membership, as required by the Bylaws.
7. Supports all efforts to measure and monitor, inclusion, diversity, equity and access, diverse, throughout CA Academy.
8. Collaboratively develops new programs and practices that effectively increase diversity, and providing support to various councils, districts, and members to achieve inclusion, diversity, equity, and access.
9. Supports the co-supervision of the California Academy Executive Director and chairs the Annual Performance Evaluation as chair of Human Resources Committee.
10. Updates President’s section of the Procedure Manual, as scheduled.
11. Writes an annual end-of-the year report of accomplishments of the CA Academy Executive Board and Councils, by June 15th. The President will forward each council’s reports to the following years’ Executive Board.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

12. Completes the Academy annual year-end report.

Committees Reporting to the President:

Human Resources Committee

Ad-Hoc Committees

Strategic Planning Committee, as needed

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description – President-Elect	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 8/2016	Current Review/Approval: 6/2020

Term of Office:

One year, followed 1 year as President and then followed by 1 year as Immediate Past President. Maximum 1- 3-year term.

Major Duties and Responsibilities:

1. Serves as a member of the Executive Board, the Executive Committee of the Board, the Human Resources Committee, and the Finance Committee.
2. Shall become acquainted with all duties of President and other officers, councils, and committees.
3. Performs functions of office in absence of the President.
4. Serves as Chair of the Annual Conference Program Planning Committee.
5. Assumes responsibility for Alliances and other committees and task forces as assigned by the President. Serves as an ex-officio member of all committees and councils.
6. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access, diverse, throughout CA Academy.
7. Collaboratively develops new programs and practices that effectively increase diversity, by providing support to various councils, districts, and members to achieve inclusion, diversity, equity, and access.
8. Report to the Executive Board on activities.
9. Attends meetings as budgeted and required by the Academy unless previously attended.
10. Updates the President-Elect section of the Procedure Manual, as scheduled.
11. Submits an annual end-of-the year report of President-Elect's activities and accomplishments of assigned Goals/Objectives of the CA Academy Operational Plan, as well as future recommendations, by June 15th to the President.
12. *Actively seeks, develops, and pursues at least two potential CA Academy candidates for this position while serving in this capacity.*

Committees Reporting to President Elect:

Annual Conference Program Planning Committee

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description – Past President	
Section: Executive Board	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 9/2015	Current Review/Approval: 6/2020

Term of Office:

One year, immediately following year as president. Maximum 1-3 year term.

Major Duties and Responsibilities:

1. Participates on the Executive Board as a voting member.
2. Coordinates the rewriting of the bylaws with the Academy delegates.
3. Participates as an ex-officio Advisor to the Nominating Committee.
4. Participates as an ex-officio Advisor to the Awards Committee.
5. Prepares Procedure Book revisions with the Executive Director.
6. Prepares Annual Report for year of Presidency to the Academy.
7. Participates as a member of the Finance Committee.
8. Serves in an advisory role on the Annual Conference Program Planning committee.
9. Serves in an advisory role to the delegates in the Academy Awards packet preparation for California Academy members.
10. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy.
11. Collaboratively develops new programs and practices that effectively increase diversity, and provide support to various councils, districts, and members to achieve inclusion, diversity, equity, and access.
12. Oversees the Awards nominating process and presents to the Executive Board.
13. Performs special functions as requested by current President.
14. Coordinates the District Presidents/ President-Elects Committee as directed by the President to include the following:
15. Provides monthly communications with District Pres/Pres-elects about their issues and concerns.
16. Identifies potential District leaders as future California Academy officer candidates.
17. Communicates with District leaders about current activities and events.
18. Coordinates Board member attendance at District meetings
19. Leads and Appoints a Volunteer Recruitment Committee
20. Develops recruitment materials (messages for email blast)
21. Maintains contact with past leaders of California Academy and districts
22. Submits an annual end-of-year report of Immediate Past President’s activities, accomplishments and recommendations based on the assigned Goals/Objectives of the California Academy Operational Plan, by June 15th to the President.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description – Vice President, Communications	
Section: Communications	Primary Responsibility: Entity/Council: Communications
Last Revised: 5/2015	Current Review/Approval: 6/2020

Term of Office:

Two years. Assumes office in odd numbered years and/or when position is vacant. Maximum 2 terms.

Major Duties and Responsibilities:

1. Facilitates the advancement of communication through the Communications Council.
2. Reviews and approves CA Academy EB and Communications Council Minutes.
3. Serves as a member of Strategic Planning Team.
4. Coordinate’s development of Action plans for Council’s assigned goals and objectives.
5. Represents the Council at assigned meetings.
 - a. Acts as liaison between the Council and Executive Board; attends Executive Board meetings. Assumes responsibility for administration and operation of the Council.
 - b. Coordinates Council meeting arrangements for various events and meetings with the Executive Board and the California Academy Executive Director.
 - c. Prepares Council meeting agenda and emails with informative materials to all Council members at least two working days prior to meetings. Presides at all meetings of the Communication Council.
 - d. Appoints ad hoc committees and task forces and designates chairmen, as needed.
 - e. Review’s activities and reports of ad hoc committees and task forces with chairmen prior to Council meetings.
 - f. Reports all actions of meetings to Executive Board.
 - g. Oversees action plans of Council to accomplish the assigned council goals and objectives of the California Academy Strategic Plan.
 - h. Prepares Council budget and submits to California Academy Secretary/Treasurer. Monitors Council adherence to established budget.
6. Oversees and maintains strong communication with all committee chairs reporting to the VPCC; monitors and evaluates committee chair activities, approves committee expenditures.
7. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy and specifically all communications.
8. Collaboratively develops new programs and practices that effectively increase diversity, and provides support to communications council to achieve inclusion, diversity, equity, and access.
9. Serves to replace council members when vacant.
10. Updates Council section of the Policy and Procedure, as needed.
11. Maintains strong communication with Executive Board Members, Council Members, and Foundation Communications Director.
12. Submits an annual end-of year report of the Council’s activities and accomplishments of assigned Goals/Objectives.
13. Recruits’ volunteers for the council positions as needed.
14. Actively seeks, develops, and mentors at least two potential candidates for the position while serving in this capacity.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

15. Oversee website content and updates as needed.

Communication Council Committees Reporting to the VP:

- Website Review Committee
- Social Media Committee

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Communications Council	
Section: Communications	Primary Responsibility: Entity/Council: Communications
Last Revised: 5/2015	Current Review/Approval: 6/2020

Purpose:

Communicates and disseminates information and its members to the public and other health professionals as well as internal communication to its members that support Inclusion, Diversity, Equity, and Access.

Composition, Terms of Office:

9. Vice President of Communications elected for two years in odd numbered years and/or when position is vacant.
10. Media Representative
11. Website Review Committee: Chair & Coordinator(s)
12. Social Media Committee: Chair & Coordinator(s)
13. One (1) Delegate appointed by Chair of Delegates.
14. Public Policy Communications Rep in collaboration with VP PP
15. Executive Director

Reports to: VP, Communications

Meetings:

4. Council shall meet minimum of once per quarter or four times per year via conference call or webinar. One meeting shall be for developing the Communication Council Operational Plan (part of CA Academy’s Operational Plan).
5. Council members are encouraged to attend Annual Conference or Leadership Institute to hear reports of officers and committees.
6. Committees meet independently to complete program of work and each council position has conference calls or other means of communicating budgeted for timely communication before major meetings and reports are due.

Duties and Responsibilities:

6. Coordinate communications that support the California Academy’s mission: Empower Members to be California’s science and evidence-based food and nutrition leaders.
7. Coordinate the generation and dissemination of nutrition information directed towards the CA public and CA health professionals.
8. Promote opportunities to enhance member skills in communication, management, and clinical nutrition.
9. Promote the Registered Dietitian Nutritionist as the recognized nutrition expert.
10. Work to maintain and retain members by the promotion of the national Academy and the California Academy membership benefits.
11. Inform association members of Council activities, resources, and programs.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

12. Follow the California Academy Social Media Guidelines as outlined in the Social Media Policy in all social media, website, electronic, and printed communication.
13. Support initiatives and communication that is inclusive, diverse, equitable, and affords access.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Media Representative	
Section: Communications	Primary Responsibility: Entity/Council: Communications
Last Revised:	Current Review/Approval: 6/2020

Purpose: To increase public awareness of the services and expertise of the Registered Dietitian Nutritionist (RDN) and the perception that the RDN is the “nutrition expert”.

Composition, Terms of Office:

1. Media representatives (up to two) are selected from applicants throughout the state to serve a two-year term.
2. Candidates must have a minimum of five years of experience as a Registered Dietitian Nutritionist. An advanced degree such as Master of Science, Communication, or Public Health is preferred for this position.
3. Media representatives may reapply for one additional term: for a total of four years maximum.
4. Media representatives selected will complete a professional media training session sponsored by the California Academy of Nutrition and Dietetics.

Reports to: Vice President, Communications

Duties and responsibilities:

1. Be knowledgeable and willing to talk on a variety of nutrition issues.
2. Appear on radio, television, and/or in print to present the California Academy of Nutrition and Dietetics’ message (s) in all interviews.
3. Provide interview reports to VP Communications on a quarterly basis.
4. Coordinates to secure 4 media placements per year initiated by self or the California Academy.
5. Utilize media contacts for additional self-initiated placements.
6. Maintain a District membership and maintain contact with District executive boards in the area (s) that they serve.
7. Identify major media shows, programs, and newsprint outlets and send this information to VP Communications.
8. Consistently identify self as a Registered Dietitian Nutritionist and media representative for the California Academy.
9. Maintain adequate communications, i.e., e-mail and telephone, which are checked a minimum of three times weekly.
10. Supports communications and media access that is inclusive, diverse, equitable, and accessible.
11. Chairs or co-chairs media campaigns or media-related task forces.
12. Provide support for social media outreach as directed by V.P. of Communications.

Standards of performance:

1. Available within 48 hours’ notice for media interview in designated region.
2. Reviews all subject background materials and additional information sources before media interviews as needed.
3. Prepares in advance for best positioning of message prior to each interview.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

4. Completes at least four self-initiated media placements annually.
5. Completes evaluation forms and forwards to VP Communications at designated times.

Purpose:

To assist Vice President, Communications and Social Media Chair in executing public relations and Communication Council goals to promote the California Academy and its members to the public via Social Media (Facebook, Instagram, LinkedIn, and Twitter).

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Social Media Chair	
Section: Communications	Primary Responsibility: Entity/Council: Communications
Last Revised:	Current Review/Approval: 6/2020

Composition, Terms of Office:

1. The Social Media Committee is comprised of one Chair and multiple Coordinators.
2. The Chair is appointed by the Vice President of Communications for a two-year term.
Member can be re-appointed.
3. The Coordinators are appointed by and report to the Chair.
4. In the absence of a Chair all Coordinators report to the Vice President of Communications
5. Executive Director
6. VP Public Policy or Public Policy Newsletter Rep

Reports to: Vice President, Communications

Duties and responsibilities:

1. Develop social media posts used to populate the California Academy social media accounts: Facebook, Instagram, LinkedIn, and Twitter. Posts should support the Academy of Nutrition and Dietetics' policy and positions and to engage followers.
2. Assist with review of other social media outlets to determine their benefits to the California Academy and pursue the creation of content for these venues as needed.
3. Each Coordinator will post a minimum of 3 social media postings/week.
4. Attend California Academy events as needed to provide social media support.
5. Respond to all social media messages on a timely basis (within 48 working hours) with support of Executive Director.
6. Collaborate with VPs and President positions to coordinate communications and support effective messaging with support of Executive Director.
7. Ensure messaging and activities that are inclusive, diverse, equitable and promote access.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Social Media Guidelines	
Section: Communications	Primary Responsibility: Entity/Council: Communications
Last Revised: 8/2016	Current Review/Approval: 6/2020

Policy

The following social media guidelines will govern participation of California Academy and district social media sites—both on internal channels as well as any external commenting by CA Academy, districts, or members. If any posts are in violation of any of these guidelines, social media posts or pages may be removed.

Organizational Goals

Social media will be used to represent the dietetics profession, promote and communicate the mission and vision of the California Academy in an engaging and appropriate manner consistent with The Academy of Nutrition and Dietetics' (The Academy) social media strategies. The social media internal policy of the CA Academy of Nutrition and Dietetics (CA Academy) serves to guide the members, districts, and volunteers.

Objectives

Social media will be used to communicate with:

- Members to engage and retain membership base.
- Perspective members to encourage new membership.
- California Consumers to increase awareness of the RD/RDN as the “Nutrition Expert” and to promote health through food and nutrition.
- Promote Inclusion, Diversity, Equity and Access.

Audience

The targeted internal audience is current members and prospective new and past members.

The targeted external audience is the state of California consumers.

Social Media Channels

Facebook, Instagram, LinkedIn, and Twitter are the social media channels selected to communicate with the targeted audience. Below is a list of the California Academy's social media channels and area(s) of focus.

- Member (internal) focused channels:

Facebook: Nutrition updates, events, promotion of district events, member highlights (i.e. Featured RDN/NDTR)

LinkedIn: California Academy Member updates: events, AND Alerts, election, policy updates

Twitter: Research and consumer trends focused

- Consumer (external) focused channels:

Facebook: Nutrition consumer updates, RDN Awareness

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Instagram: Nutrition consumer updates and promotion of CA RD/RDNs bloggers

Content

All postings will be relevant to internal and external audiences and contain accurate information. No content should conflict with The Academy. The Academy and California Academy elements of branding and artwork will not be modified (i.e. Academy logo or name). All CA Academy and district pages should be created as branded pages—not personal profiles—and adhere to the policies set.

Posting Schedule (minimum suggested posting schedule)

- Facebook: X 3-5/week
- Instagram: X3-5/week
- LinkedIn: X4/month
- Twitter: X3-5/week

Voice and Tone

To protect the organization and its reputation, California Academy and district social media pages should engage in online discussions in a respectful and professional manner. Always use a consistently professional tone and voice. The following are examples of behavior that must be followed, but should not be considered a comprehensive list:

- Use proper spelling, grammar, and punctuation.
- Use the first-person plural, “We” and not first person singular, “I”.
- Respect others and be always polite and professional.
- Never reprimand or insult others, use ethnic slurs or obscenity, or engage anyone in a way that would not be tolerated in the workplace.
- Do not post or comment on inappropriate topics such as drugs or alcohol, profanity, or crude humor.
- Adhere to all principles of the Academy of Nutrition and Dietetics/Commission on Dietetic Registration **Code of Ethics** for the Profession of Dietetics and Process for Consideration of Ethics Issues.
- Do not violate laws, including those that govern defamation, copyright, privacy, harassment, violence, solicitations, and communications.

Resources

The social media channels will be managed by the California Academy’s Communication Council’s Social Media Committee Chair & Coordinators. The district social media channels by be managed by the appointed social media managers.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Monitoring

It is the responsibility of the California Academy Communication Council's Social Media Committee to ensure adherence to these guidelines. California Academy asks for the support of all district leaders and Executive Board members and councils in reporting any inappropriate activity or California Academy or district social media pages engaged in conduct that violates the Code of Ethics or which is offensive to or adversely affects the goodwill associated with the affiliate and the Academy. We ask that anyone discovering such content please report it to communication@dietitian.org and president@dietitian.org and [executive director](#).

Governance

The California Academy's organizational social media pages (@RDNutritionCA and California Academy of Nutrition and Dietetics) are owned and operated by the California Academy. District social media pages are owned by the District and operated by appointed social media district manager. It is strongly encouraged that district page managers be familiar with best practices and complete training in social media management.

Confidentiality

California Academy social media pages should never include posts that may be considered confidential in nature, such as personally identifiable information about individuals, internal reports or proprietary information.

Non-endorsement and Disclosure

The Academy and California Academy adhere to a strict non-endorsement policy that extends to social media. While California Academy supports engagement among members, sponsors, exhibitors and participants of programs and events such as the California Academy of Nutrition and Dietetics Annual Conference & Expo, all social media activity must:

- Respect the privacy of individuals, and
- Not create or imply an association with or endorsement from California Academy, Academy, or its general membership.

Infringements

California Academy reserves all rights to take any appropriate measures with respect to violations of these guidelines, including issuing a Take Down Notice, taking legal action for damages, and imposing other sanctions up to and including the removal of a district social media pages.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Bulletin E-Newsletter	
Section: Communications	Primary Responsibility: Entity/Council: Communications
Last Revised: 5/2015	Current Review/Approval: 6/2020

Description

The *Bulletin* is a newsletter published quarterly per year by the California Academy of Nutrition and Dietetics (CA Academy). It is emailed to approximately 6,900 RD/RDNs and DTR/NDTRs, members of CA Academy (a state affiliate of the Academy of Nutrition and Dietetics). The newsletters are posted on the CA Academy member only website. The purpose of the newsletter is to provide useful, informative, and educational information to CA Academy members.

Board Member Having Primary Responsibility: Vice President, Communications

Support from: Ebulletin Editor and Public Policy Newsletter Editor

Editorial Criteria for Selection

- Would be of interest to and or impact many CA Academy members. Articles that impact the greatest number of members take priority over stories that impact only those in certain regions or subgroups.
- Should provide new, cutting edge information; research results, survey results, etc
- Should be thought-provoking.
- For controversial articles, pros and cons should be presented.
- Timely. Event occurred within four months of publication.
- Accurate. Facts verified by source other than the author.
- Meets deadlines (see below).
- Articles submitted past the deadline cannot be guaranteed publication in the *Bulletin*.
- Articles are not guaranteed submission.

Authorship

All articles submitted to the *Bulletin* must be print-ready. Due to time constraints, the editor is unable to investigate and generate articles based on ideas submitted. On rare occasions are articles re-printed that have already appeared in other publications. If submitting a piece that has been published elsewhere, written permission from the author must be obtained before submitting the story to the *Bulletin*. When submitting the piece, be sure to include the appropriate credits.

Regular Columns

The following columns are routinely included as part of the newsletter, as appropriate:
(*Approximate number of words)

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Other Articles

In addition to on-going columns, the *Bulletin* includes other articles of interest to members. Stories that are not time-sensitive may be held for subsequent issues if there is insufficient space.

Sections to be included in the editions are listed below.

Fall	Spring
Financial Report – Prior year	50 Year members recognition
CA Academy Ballot Info	Sus/Supporting recognition insert
Member Spotlight	Ballot results
Articles with science and best practice	Awards Info
	Annual conference speakers feature
Public Policy Workshop - CA Insert	Calendar of Events
Calendar of Events	Member Spotlight
Summer	Winter
President Welcome	

Submitting Articles

It is preferable that articles submitted for inclusion into the newsletter, be developed in WORD and submitted via electronic media (email) format to the VP Communication Council and Executive Director. The VP CC will conduct the initial editing of articles and then forwarded to the newsletter editor for further editing and layout. Articles with questionable content will be discussed with the Communication Council VP and the CA Academy President. Submission of an article does not guarantee its publication.

When writing an article for submission, use the 5 “w’s”: who, what, where, when, and why, as a guideline for providing complete information. Be sure to include your name, any credential (e.g. “MS, RD”), work and home phone numbers and your email address. Material must be reviewed for accuracy before submitting.

Those editing the articles reserve the right to edit all copy for clarity and brevity.

Deadlines

The deadlines for submitting articles are listed above. Articles submitted past the deadline cannot be guaranteed publication in the *Bulletin*. Please check the web calendar for deadline changes.

Advertisements

The newsletter will not include more than 25% of its space for advertisements. Since space is extremely limited, advertisers are encouraged to purchase inserts, which will not take up the *Bulletin* editorial space. See CA Academy Advertising Rate chart for prices. Since advertising rates are subject to change, the current ad pricing is maintained on the CA Academy web site.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

All ads must be in .jpg or .png format. Direct all advertising questions to the California Academy Executive Director.

Pictures/Graphics

The following formats are acceptable for inclusion of pictures/graphics in the Bulletin. The picture/graphic must be a minimum of 100 kb. The formats include: .jpg, or, .png.

Bulletin Checklist

This checklist is completed for each issue and is used as a means for tracking the articles and items to be included in each issue.

Bulletin Checklist

Edition:		
Deadline:		
In this edition	Items to Include	Received ?
Summer	President's Message and Photo Introduction of new president	
Spring	Past President' Message and Photo Past President's year-end wrap-up: Summer	
	Annual conference Program Update	
	Delegates Message	

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

	Treasurer’s report: Fall	
	Communication Council: VP Choice Members in the Spotlight Media Reps	
	Public Policy Council VP Choice: PPED Insert/Ad: Fall Bills to follow: Spring	
	Foundation Corner scholarships granted: Summer scholarships available: Fall	
	Executive Director Call for California Academy nominations: Summer ED Corner: Fall	
	Other items to Include (depending on the issue):	
	Award winners (spring or summer)	
	Call for national Academy/California Academy awards (summer, fall)	
	Annual conference advertising (fall, spring)	
	Business Meeting announcement (fall, spring)	
	50 year member recognition (spring)	
	Sustaining/Supporting recognition insert (spring)	
	Election Results (spring-dependending on annual conference dates)	
	In this Issue	

Article Review

For articles submitted for publication, the following criteria are to be used in evaluating submissions. Submission of an article does not guarantee its publication.

Editorial Criteria for Selection:

- Would be of interest to and or impact many CA Academy members. Articles that impact the greatest number of members take priority over stories that impact only those in certain regions or subgroups.
- Should provide new, cutting edge information; research results, survey results, etc
- Should be thought-provoking
- For controversial articles, pros and cons should be presented
- Timely. Event occurred within four months of publication.
- Accurate. Facts verified by source other than the author.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- Meets deadlines (see below). Articles submitted past the deadline cannot be guaranteed publication in the *Bulletin*.

Evaluation

Article Title				
Author/Contact				
Yes	No	N/A	Criteria	Comments
			Topic would be of interest to CA Academy members	
			Article would have an impact on a large number of CA Academy members; e.g. could use on the job	
			Provides new, and/or cutting edge information	
			Provides thought-provoking information	
			For controversial articles, pros and cons are presented	
			Timely. Event occurred within four months of publication	
			Accurate. Facts verified by source other than the author	
		Recommend article for inclusion to the newsletter*		
		Comments:		
Reviewer/Date:				

*75% 'yes', of applicable criteria, is required for inclusion.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Website Review Committee	
Section: Communications	Primary Responsibility: Entity/Council: Communications
Last Revised:	Current Review/Approval: 6/2020

Introduction:

Purpose:

- To verify that the information contained on the Websites: www.dietitian.org is current and accurate.
- To assist Vice President, Communications and Website Chair in executing California Academy and Communication Council goals.

Composition, Terms of Office:

1. The Website Review Committee is comprised of one Chair and multiple Coordinators.
2. The Chair is appointed by the Vice President of Communications for a two-year term.
3. The Coordinators are appointed by and report to the Chair. Member can be re-appointed.
4. In the absence of a Chair all Coordinators report to the Vice President of Communications.
5. As needed, a committee can be appointed by the Chair or VP of Communications for a one-year term to complete functions assigned to the committee. Members can be reappointed.
6. Chair and Coordinators are required to have continual Internet access and are detailed-oriented, and sophisticated Internet and e-mail users, and provide a thorough review of the Website.
7. Executive Director

Reports To: Vice President, Communications

Duties and Responsibilities:

1. Review the website at least once a month. Review and provide input on proposed new website content. Report review completion to the VP CC via e-mail after each review
 - a. Review the for accuracy of information. If a committee is appointed, each member can be assigned a section of the Website to keep current. In the event inaccurate information is found, notify the VP Communications & California Academy Executive Director) of the error and ascertain correction. Depending on the severity of the error, if an immediate fix is required and there will be a lag time for completion of the fix, the item/document in question should be removed until it is corrected.
 - b. Report findings to the VP CC, and the Executive Director at the end of each month.
2. The California Academy Websites are reviewed for the following at a minimum:

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- a. Outdated materials, brochures, announcements, or information (dates may have passed). If outdated materials are found in the section directly related to one of the Council VPs or Chairs, notify them as well.
- b. Items or information in the wrong location (district information on wrong district or information under wrong dropdown or tab.
- c. Accuracy of Website links. Determine that existing Website links are still active and belong to the appropriate company/individual.
- d. Continued suitability of Website links. Confirm that links are not inconsistent with the dietetic profession and the Academy.
- e. Accurate headings, titles, tabs, dropdowns (year is current, accurately describes what is under the title or tab, correct information under dropdown, etc.)
- f. Consistency of grammar, proper nouns, spelling, usage of linked items (Website is a proper noun and should be capitalized. Website is one word. E-mail is hyphenated. Some of the districts want e-mail addresses spelled out for the user. Others want a name or title linked with no address showing or only showing in the alt tag or screen tip. Each individual site must be consistent throughout that site.)
- g. Links directing users outside the California Academy Website should open in a new window.
- h. Any other items that are questionable
- i. Make recommendations for document/informational item movement for ease in locating. If a document/item would be more easily found in a location other than where it is, notify the, VP CC, and the Executive Director of the suggestion and reasoning behind the suggestion.
- j. Make recommendations for new Website content and Website links to increase the value of the website for members and the general public.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Website Guidelines	
Section: Communications	Primary Responsibility: Entity/Council: Communications
Last Revised: 5/2015	Current Review/Approval: 6/2020

Introduction:

The California Academy Website is provided for the members of the California Academy, other dietetics professionals, and the consumer. This document is NOT intended to define every page on the Website, but to provide general information to facilitate the posting of information. All materials are reviewed prior to posting.

Person Having Primary Responsibility: Vice President, Communications/Executive Director
Others involved: Website Review Coordinator

Procedures:

1. Information to be posted, changed, or removed from the Website is forwarded (in electronic format, via e-mail) to the Vice President, Communications and Executive Director. (Note: We don't have a Webmaster. The Webmaster was our former website agency.)
2. A review is made of the materials for suitability of posting. If reviewed and found to be acceptable, the item is posted.
3. If the posting is questionable, the VP Communications or Executive Director forward information and question to the author for further review and evaluation. The President may be brought into the issue discussion, if necessary. If deemed unsuitable, the sender will be notified by the VP Communications of a 'non-post' and offered reasons for this conclusion.
4. Along with the Executive Board, each organized unit of the organization can submit items for posting
5. Each organized unit is to regularly review their section of the website and forward to the webmaster documents for removal.
6. General website review is conducted by the Website Review Coordinator

Districts:

Districts can also have a webpage as part of the California Academy website. Postings are managed by each district and the Executive Director is available for assistance.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description-VP Member Benefits and Services	
Section: Membership Benefits and Services	Primary Responsibility: Entity/Council: Membership Benefits and Services
Last Revised: 5/2015	Current Review/Approval: 6/2020

Term of Office: Two years. Assumes office in even numbered years and/or when position is vacant. Maximum 2 terms.

Major Duties and Responsibilities:

1. Facilitates the advancement and promotion of membership through the Membership Benefits and Services Council.
2. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy and specifically all member benefits and activities.
3. Collaboratively develops new programs and practices that effectively increase diversity, and provides support to Member Benefits council to achieve inclusion, diversity, equity, and access.
4. Acts as liaison between the Council and Executive Board; attends Executive Board meetings.
 - a. Assumes responsibility for administration and operation of Council.
 - b. Coordinates Council meeting arrangements for Leadership Institute and Annual Conference with the Executive Board and California Academy Executive Director.
 - c. Prepares Council meeting agenda and emails with informative materials to all Council members at least two working days prior to meetings. Presides at all meetings of the Communication Council.
 - d. Appoints ad hoc committees and task forces and designates chairmen, as needed.
 - e. Review activities and reports of ad hoc committees and task forces with chairmen prior to Council meetings.
 - f. Reports all actions of meetings to Executive Board.
 - g. Oversees action plans of Council to accomplish the assigned council goals and objectives of the California Academy Strategic Plan.
 - h. Prepares Council budget and submits to California Academy Secretary/Treasurer. Monitors Council adherence to established budget.
5. Reviews and approves Council minutes.
6. Serves as a member of the Strategic Planning Committee (SPC)
7. Serves as a member of the Annual Meeting program planning committee.
8. Coordinate development of Action Plans for Council's assigned goals and objectives of the CA Academy Operational Plan at Interim Meeting.
9. Represents Council at other meetings, as necessary.
10. Oversees and maintains strong communication with all committee chairs reporting to the VPMBS; monitors and evaluates committee chair activities, approves all committee expenditures, and replaces committee chairs when vacancies occur.
11. Develops and executes an annual member survey.
 - a. Works closely with the Communications Council to promote the member survey.
12. Submits an annual end-of-the-year report of Council's activities and accomplishments of assigned Goals/Objectives of the California Academy Operational Plan, as well as future recommendations, by June 15th to the President.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

13. Recruit volunteers for council positions as needed.
14. Actively seeks, develops, and mentors at least two potential candidates for this position while serving in this capacity.

Membership Benefits and Services Council Committees Reporting to the VP:

- Leadership Institute
- Member Benefits Council

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Member Benefits and Services Council	
Section: Member Benefits	Primary Responsibility: Entity/Council: VP Member Benefits
Last Revised:	Current Review/Approval: 6/2020

Purpose:

To support membership of California through:

- Support community of RDS and DTRS engage membership.
- Active recruitment into the profession of dietetics
- Enhance member benefits and services.
- Advocacy for the interests of members

Composition, Terms of Office:

Vice President - elected by CA Academy membership for a two-year term.

Council Membership:

Includes 6-9 members from the following (member may serve more than one role):

1. Members at large
2. Student Representative
3. President Roles
4. DTR
5. One delegate appointed by Chair of Delegates and approved by Executive Board, ex-officio member.
6. District Membership Coordinators, if approved by District
7. Executive Director

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Vice President, Inclusion, Diversity, Equity and Access	
Section: I.D.E.A.	Primary Responsibility: Entity/Council: IDEA Council and Task forces
Last Revised: 3/2021	Current Review/Approval: 5/2021

Term of Office:

Two years. Assumes office in even numbered years and/or when position is vacant. Maximum 2 terms.

Major Duties and Responsibilities:

1. Facilitates the advancement and promotion of inclusion, diversity, equity, and access into all California Academy activities.
2. Acts as liaison between the Council and Executive Board; attends Executive Board meetings.
 - a. Assumes responsibility for administration and operation of Council.
 - b. Coordinates Council meeting arrangements for IDEA activities, trainings, and support to the California Dietetic Community with the Executive Board and California Academy Executive Director.
 - c. Prepares Council meeting agenda and emails with informative materials to all Council members at least two working days prior to meetings. Presides at all meetings of the Communication Council.
 - d. Appoints ad hoc committees and task forces and designates chairpersons, as needed.
 - e. Review's activities and reports of ad hoc committees and task forces with chairpersons prior to Council meetings.
 - f. Reports all actions of meetings to Executive Board.
 - g. Oversees action plans of Council to accomplish the assigned council goals and objectives of the California Academy Strategic Plan.
 - h. Reviews Council budget and comments to Secretary/Treasurer. Monitors Council adherence to established budget.
3. Actively supports integration of I.D.E.A. activities into all activities of the Ca Academy.
4. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy and specifically all communications.
5. Collaboratively develops new programs and practices that effectively increase diversity, and provides support to I.D.E.A. council to achieve inclusion, diversity, equity, and access in the field of Dietetics.
6. Reviews and approves Council minutes.
7. Serves as a member of the Annual Meeting program planning committee.
8. Coordinate's development of Action Plans for Council's assigned goals and objectives of the CA Academy Operational Plan at Interim Meeting.
9. Represents Council at other meetings, as necessary.
10. Oversees and maintains strong communication with all committee chairs reporting to the VPMB; monitors and evaluates committee chair activities, approves all committee expenditures, and replaces committee chairs when vacancies occur.
11. Develops and executes DEI campaigns and volunteer activities for membership of CA Academy.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

12. Submits an annual end-of-the-year report of Council's activities and accomplishments of assigned Goals/Objectives of the California Academy Operational Plan, as well as future recommendations, by June 15th to the President and Executive Director.
13. Recruits' volunteers for council positions as needed.
14. Actively seeks, develops, and mentors at least two potential candidates for this position while serving in this capacity.

IDEA Council Committees Reporting to the VP:

TBD

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Inclusion, Diversity, Equity, and Access Council	
Section: I.D.E.A.	Primary Responsibility: Entity/Council: I.D.E.A.
Last Revised: 3/2021	<u>Current Review/Approval:</u> 5/2021

Purpose:

To support inclusion, diversity, equity, and access activities within California Academy of Nutrition and Dietetics and the field of dietetics.

- Support Executive Board Councils to ensure IDEA activities align with goals.
- Active recruitment into the profession of dietetics of underserved groups
- Advocacy for the interests of the membership of California Academy of Nutrition and Dietetics regarding I.D.E.A.
- Provide guidance to California Academy mentoring programs.

Composition, Terms of Office:

Vice President - elected by CA Academy membership for a two-year term.

Recorder-appointed as needed at Council meetings on a rotating basis.

Council Membership:

Includes 6-9 members from the following (member may serve more than one role):

1. A representative of
 - a. Diverse backgrounds (culture, ethnicity, religion, gender identity, ability, age, etc.)
 - b. Diverse Careers (clinical, private practice, sports, NDTR, RDN, etc.)
 - c. At least one student member
 - d. Representatives from across the state
2. One delegate appointed by Chair of Delegates and approved by Executive Board, ex-officio member.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Nominating Committee Overview	
Section: Nominating	Primary Responsibility: Entity/Council: Nominating
Last Revised: 2/2018	Current Review/Approval: 6/2020

Policy:

The Nominating Committee and Executive Director are all responsible for nomination and election process and work closely together to ensure that elections are held in an efficient, fair, and timely manner. Identify and encourage qualified members to be nominated.

Affirmative Action

California Academy should seek leaders from underrepresented groups.

Composition and Term of Office:

The Nominating Committee is composed of five elected members. Three members are elected in odd years to serve a two-year term and two members are elected in even years to serve a two-year term. The person receiving the most votes serve as chair in the following year. Immediate Past President serves as an ex-officio member of the Nominating Committee.

Election Cycle

Every year-at least one candidate for President-Elect and at least two candidates for Delegates

In Even-numbered years: three candidates for VP Public Policy, VP of Member Benefits & Secretary-Treasurer

In Odd-numbered years: three candidates for VP Communication, VP I.D.E.A., and VP Education

Nominating Committee at least 4 candidates, two assume office in even-numbered years and three assume office in odd-numbered years.

Duties and Responsibilities:

1. Nominating Committee:
 - a. The Nominating Committee shall compile and finalize the slate of nominees to be voted on by the members.
 - b. Post-election, the Committee notifies all candidates of results.
2. Executive Board
 - a. Develop ways to encourage Leadership (Candidate) development in a systematic way.
 - b. Identify and personally contact at least 3 members who have the potential characteristics and basic qualification to serve in an elected office
3. Executive Director
 - a. The ED provides support to the nominating committee, including:
 - i. Providing support to the Nominating Committee, and prepares the candidate information summary.
 - ii. Manages the set up and monitoring of online voting.
 - iii. Relays voting results to the Nominating Committee.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Nominating Timeline	
Section: Nominating	Primary Responsibility: Entity/Council: Nominating
Last Revised: 2/2018	Current Review/Approval: 6/2020

Policy:

The Nominating Committee and Executive Director are all responsible for nomination and election process and work closely together to ensure that elections are held in an efficient, fair and timely manner.

Nominations Timeline:

This timetable is based on Annual conference being held in early April.

Date	Responsibility	Activity
June 15	Executive Director	<ul style="list-style-type: none"> ● Review/set up online nominations form. ● Distribute letter of solicitation. ● Post nominations information on the website. ● Shares information with the Communications Team for promotion. ● Forward current/archived information on interested and eligible candidates to the Nominating Team
August 30	Executive Director	<ul style="list-style-type: none"> ● Forward submitted information (from online form) to the Nominations Committee ● Verify membership of all submitted names.
September	Executive Director	<ul style="list-style-type: none"> ● Upon guidance from the Nominating Committee, send information to potential nominees, including: <ul style="list-style-type: none"> ○ "Will you Run" ○ "Qualifications for State Office" ○ "Reimbursement Policies and Procedures" ○ "Conflict of Interest Policy"
September	Nominating Committee	<ul style="list-style-type: none"> ● Reviews submitted potential nominees. ● Sends request for candidate information to all nominees
October	Executive Director	<ul style="list-style-type: none"> ● Deadline for candidates to submit candidate information. ● Prepare/send candidate information to the Nominating Committee
October	Chair Nominating	<ul style="list-style-type: none"> ● Conduct conference call #1 with Committee members to review nominees submitted. Solicit additional nominees, if necessary. Complete the "Nomination Committee Worksheet" for candidate determination and it will become part of Chair's final report. ● Provide a list of candidates who were unable to run this year but indicated they may be able to run in the future to be added to the Candidate List Spread

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

		Sheet and passed on to the following year's Nominating Committee Chair.
November	Nominating	<ul style="list-style-type: none"> ● Select slate of candidates. ● Submit informational copy to the California Academy President for distribution to the Executive Board. ● Two days after notifying the California Academy President, the candidates will be advised of the entire slate. ● All Committee members sign the report of the finalized slate. ● List the names of any person whose candidacy is pending.
Nov	Chair Nominating	<ul style="list-style-type: none"> ● Submit signed slate or electronically approved slate to Executive Director for permanent Committee files. ● Draft a letter to be sent by ED to all candidates. ● Draft letter of thanks to those who agreed to be a candidate but were not selected.
November	Executive Director	<ul style="list-style-type: none"> ● Notify all candidates selected for the ballot with a congratulations letter and a copy of the entire slate.
December	Executive Director	<ul style="list-style-type: none"> ● Prepare information for balloting. ● Set up website for election (by 12/14) ● Add all candidate information to website (by 12/28 – each candidate with a specific web page) ● Website home page and member page updated with election announcement (by 12/28)
December	Chair Nominating	<ul style="list-style-type: none"> ● Prepare and submit Committee report, including Committee recommendations concerning the nominating process.
January	Executive Director	<p>Finalize ballot for web posting & online voting.</p> <ul style="list-style-type: none"> ● Request E-blast to Members announcing the election and the ballot: completed by January 11 ● Complete online ballot: completed by January 25 <p>Second E-blast to Members announcing the ballot will open February 1: completed by January 25</p>
January	Communications	<ul style="list-style-type: none"> ● Develop FB post/event ● Develop/execute weekly social media posts
February	Members	Members vote online at the same time as the national Academy elections.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

February	Executive Director	<ul style="list-style-type: none">● Within two business days, at the end of the voting time period, a tally of online voting is forwarded first to the Nominating Committee and then to the California Academy President● The nominating committee notifies all candidates (preferably via phone) within 4 business days● Once all candidates are notified, the Nominating Chair will inform the President and release the election results to the Executive Board● Information will then be shared with members via the website● Follow-up letters are sent to candidates not elected
----------	--------------------	--

OTHER RESOURCES:

Conflict of Interest Statement

Holding Dual Elected Offices in district, state, and national levels

Qualifications for State Office

Removal from Office

Request for Candidates for Office (Nominations for State office form)

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Eligibility and Qualifications for Office	
Section: Nominating	Primary Responsibility: Entity/Council: Nominating
Last Revised: 5/2015 & 6/2016	Current Review/Approval: 6/2020

Policy:

Members under contract employment with the California Academy may not be placed on the California Academy ballot.

Members currently serving on the nominating committee may not be placed on the California Academy ballot until their term has been completed and they are no longer part of the nominating committee.

To assure that volunteer leaders do not accept positions that may create appearance of conflict of interest or that may create an opportunity for undue influence upon California Academy business and decision-making. When leaders fill vacant positions creating dual office, the overlap may not exceed 6 months. Leaders may run for a position for the year following if the terms will not overlap.

Holding Dual Offices:

1. When a member assumes an elected state office, that person shall not hold other elected office in a District, The Academy, DPG, or MIG or an appointed position within a region.
2. California Academy elected officers may not hold national Academy elected positions.
 - a. If elected to a national Academy position, the overlap with the California Academy office may not exceed 6 months. Any exception to this policy must be approved by the California Academy Executive Board.
3. California elected officers may not hold elected national dietetic practice group (DPG) office,

General QUALIFICATIONS *(Not listed in prioritized order)*

- 1) Must be a member or retired member of the Academy affiliated with California.
- 2) Must have an address in California.
- 3) Not hold other elected offices in the CA Academy, the Academy, a Dietetics Practice Group of the Academy, or an office in a District Association, or be appointed as a regional representative.
- 4) If currently holding any of the offices listed under (3) the term must be completed prior to start of the elected position.
- 5) Should have experience with the Committee or Council for which running.
- 6) Not hold an elected office or be appointed to a vacancy while employed by the CA Academy.
- 7) Have demonstrated ability to cooperate and work well with others to accomplish common goals.
- 8) Have demonstrated leadership skills in dietetic association activities.
- 9) Have demonstrated good communication skills.
- 10) Have knowledge and understanding of the goals of the CA Academy.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- 11) Cannot be a nominee on any District, Academy, or Dietetics Practice Group ballot, if on the CA Academy ballot.

SPECIFIC QUALIFICATIONS *(Not listed in prioritized order)*

President-Elect *[serves one (1) year as president-elect starting June 1, and on June 1 of the following year shall automatically become President of the CA Academy, and on June 1 of the following year shall serve one (1) year as Immediate Past President] Max 1 3-year term*

- Shall have been an elected officer of the Academy, the CA Academy, a District, or a Dietetic Practice Group or an appointed representative of a region.
- Shall have the necessary time available for CA Academy work.
- Shall expect to assume some non-reimbursable expenses.
- Shall have good organizational skills.
- Shall have time to travel. Requires approximately 13-15 days travel and meetings.
- Experience with allied health organizations and an understanding of public policy is desirable.

Secretary/Treasurer *[Shall serve a two (2) year term and will take office June 1st of even numbered years.] Max 2 terms.*

- Shall have been an elected officer of the Academy, the CA Academy, a District, or a Dietetic Practice Group or an appointed representative of a region.
- Shall have time to travel. Requires approximately 10-12 days travel and meetings.
- Shall expect to assume some non-reimbursable expenses.
- Shall be able to meet short-term deadlines for distributing meeting minutes and budget information.
- Shall have demonstrated fiscal and budgeting skills.
- Shall have demonstrated written communication skills.

Vice-President Public Policy *[Shall serve for a two (2) year term and will take office June 1 of even numbered years]. Max 2 terms. (Takes office 6/22, 6/24, 6/26)*

- Shall have been an elected officer of the Academy, the CA Academy, a District, a Dietetic Practice Group, or have been an active participant of the Public Policy Council for two (2) years.
- Shall have attended at least one (1) CA Academy Public Policy Workshop in Sacramento and one (1) Academy Advocacy Forum in Washington, DC.
- Shall expect to assume some non-reimbursable expenses.
- Shall have demonstrated a broad understanding of state and federal Public Policy issues and of California and Federal government structure and function.
- Will have time to travel. Requires approx. 10-12 days travel and meetings.
- Will appoint qualified members to serve on the Public Policy Council and will mentor members to perform their duties.
- Will build and maintain a strong Council to include members from all districts.
- Will maintain regular communication with the Executive Board and other CA Academy Councils regarding important state and federal public policy issues.
- Will mentor members to become candidates for VP Public Policy.
- Will hold regular meetings of the Public Policy Council.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Vice-President Member Benefits *[Shall serve for a two (2) year term and will take office June 1 of even numbered years] Max 2 terms (Takes office 6/22, 6/24, 6/26)*

- Shall have been an elected officer of the Academy, CA Academy, District, Dietetic Practice Group, or Awards Committee Chair during the last 10 years or an active participant of this Council.
- Shall have the necessary time available for CA Academy work.
- Shall expect to assume some non-reimbursable expenses.
- Shall have good organizational skills.
- Shall have time to travel. Requires approximately 13-15 days travel and meetings.
- Will communicate regularly with CA Academy members, district Presidents, and district members updating on benefits available to members.

Vice President, Inclusion, Diversity, Equity and Access (IDEA) (Shall serve for two (2) years) (Takes Office June 1 in even numbered years; 6/22, 6/24, 6/26) Max 2 terms.

- Shall have been an elected officer of the Academy, CA Academy, District, Dietetic Practice Group, or Awards Committee Chair during the last 10 years or an active participant of this Council.
- Shall have the necessary time available for CA Academy work.
- Shall expect to assume some non-reimbursable expenses.
- Shall have good organizational skills.
- Shall have time to travel. Requires approximately 13-15 days travel and meetings.
- Will communicate regularly with CA Academy members, district Presidents, and district members updating on benefits available to members.

Vice President, Communication (Shall serve for two (2) years.) (Takes Office 6/21, 6/23, 6/25) Max 2 terms

- Shall have been an elected officer of the Academy, CA Academy, District, Dietetic Practice Group, or Awards Committee Chair during the last 10 years or an active participant of this Council.
- Shall have the necessary time available for CA Academy work.
- Shall expect to assume some non-reimbursable expenses.
- Shall have good organizational skills.
- Shall have time to travel. Requires approximately 13-15 days travel and meetings.
- Will communicate regularly with CA Academy members, district Presidents, and district members updating on benefits available to members.

Vice President, Education (Shall serve for two (2) years) (Takes Office; 6/21, 6/23, 6/27) Max 2 terms.

- Shall have been an elected officer of the Academy, CA Academy, District, Dietetic Practice Group, or Awards Committee Chair during the last 10 years or an active participant of this Council.
- Shall be an active faculty member in an accredited/approved dietetic education program.
- Shall have the necessary time available for CA Academy work.
- Shall expect to assume some non-reimbursable expenses.
- Shall have good organizational skills.
- Shall have time to travel. Requires approximately 13-15 days travel and meetings.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- Will communicate regularly with CA Academy members, district Presidents, and district members updating on benefits available to members.

Delegate *[Shall serve a three [3] year term.] Max 2 terms*

- Shall have been an elected officer of the Academy, the CA Academy, a District, or a Dietetic Practice Group or an appointed regional representative.
- Shall have time to travel. Requires approximately 15-17 days travel and meetings.
- Shall expect to assume some non-reimbursable expenses.
- Shall have demonstrated ability to clearly communicate issues and actions of the Academy and the CA Academy.
- Shall be limited to two (2) consecutive terms.
- Elections will be structured so that no more than 2 geographically based Delegates would be elected in any one year.

Delegate Geographical: Shall reside in area of nomination.

Area 1 -- Bay Area District, Silicon Valley (Takes Office: 6/21, 6/24, 6/27, 6/30)

Area 2 -- Northern Area Districts, Diablo Valley Districts (Takes Office:, 6/23, 6/26, 6/29)

Area 3 -- Coastal Tri Counties, Central Valley (Takes Office: 6/22, 6/25, 6/28, 6/31)

Area 4 -- Los Angeles, Inland Districts (Takes Office: 6/21, 6/24, 6/27, 6/30)

Area 5 -- San Diego, District Orange Districts (Takes Office:, 6/23, 6/26, 6/29)

Nominating Committee *Members shall serve for a two (2) year term. Three members are elected for odd numbered years and two members are elected for even numbered years.*

- The candidate who receives the most votes serves as chair in the second year of the term.
- The Nominating Committee is a non-board committee.
- Shall have been an elected officer of the Academy, the CA Academy, a District, or a Dietetic Practice Group.
- May not hold any other office in the Academy, the CA Academy, a District, a Dietetic Practice Group at the time of assuming office.
- May not be placed on the ballot for any other office in the Academy, the CA Academy, a District, or a Dietetic Practice Group while serving the first year on the Nominating Committee.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Chair of Delegates	
Section: Delegate	Primary Responsibility: Entity/Council: Delegate
Last Revised: 10/2016	Current Review/Approval: 6/2020

Policy/Term of Office:

Must have served at least one year in the Academy of Nutrition and Dietetics (the Academy) House of Delegates, in current term.

The Delegate Council will appoint their own Chair by a vote tallied by the Secretary Treasurer.

Limited to 2 years as chair.

May be held by two co-chairs due to the scope of the role.

Major Duties and Responsibilities:

1. Actively serves as a member of the Executive Board: attends all Meetings.
 - a. Serves as a member of the Strategic Planning Committee (SPC) attends all OPC meetings.
 - b. Serves as liaison between Delegates and Executive Board.
 - c. Submits budget for anticipated expenses for Delegates Council.
 - d. Communicates and clarifies issues and actions of the Academy pertinent to Executive Board.
 - e. Encourages and accepts resolutions and issues of concern from Executive Board.
 - f. Serves on a California Academy council and two districts.
2. Coordinates all activities of Delegates' Council.
 - a. Meetings
 - b. Maintains grid indicating years/election process.
 - c. Ensures each new delegate gets and understands delegate job description.
 - d. Approves Delegate expense reports.
 - e. Coordinates articles and/or notifications as appropriate.
 - i. Assigns delegates to write delegate articles for various member communications, including newsletters, emails, and social media posts.
 - ii. Topics may include nominations, strategic and professional issues for HOD meeting dialogues, HOD meeting outcomes/updates and awards.
 - f. Appoints Delegate Liaisons to all standing councils (Public Policy, Education, Communication, Membership, and others as designated).
 - g. Submits an annual end-of-year report of Council's activities, accomplishments and recommendations based on the assigned Goals/Objectives Operational Plan.
 - i. Emailed to President by June 15th.
 - h. Coordinates nominations for the national Academy ballot; collecting information from delegates representing each district.
 - i. Coordinate's election efforts for the candidates on national ballot.
3. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy.
4. Collaboratively develops new programs and practices that effectively increase diversity, and provides support to communications council to achieve inclusion, diversity, equity, and access.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Procedures that Relate to Other Organized Units:

- Election Procedures for Chair of Delegates
- Support of organization’s candidates on the Academy Ballot
- Election Procedures for Officers, Delegates & Nominating Committee
- Nomination for the Academy Awards

Title: Delegate Vacancy	
Section: Delegate	Primary Responsibility: Entity/Council: Delegate
Last Revised: 10/2016	Current Review/Approval: 6/2020

Purpose:

Provide orderly transition in the event of a delegate vacancy.

Procedure:

The Delegate Council, in consideration of the geographic area where the vacancy has occurred, will make appropriate recommendations to the Executive Board using the following guidelines:

If/when a vacancy occurs:

- a. An appointment will be offered to an individual as listed according to preference:
 - i. A former Delegate (with experience within the past 3 years),
 - ii. A California Academy member who ran for the office but was not elected, or
 - iii. A CA Academy member who meets the eligibility criteria for the office.
 - iv. The vacant position will be added to the next California Academy ballot.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Delegates Council	
Section: Delegate	Primary Responsibility: Entity/Council: Delegate
Last Revised: 11/2016	Current Review/Approval: 6/2020

Purpose:

The Academy of Nutrition and Dietetics’ House of Delegates governs the profession by providing a forum for membership and professional issues and to establish and maintain professional standards of the membership. Issues affecting each member are discussed and acted upon. The House identifies and prioritizes trends and recommends policy and strategic direction for the Academy.

Members of the Delegates Council represent membership to the Academy's House of Delegates; they seek opinions on strategic and professional issues scheduled for deliberation. Delegates provide a two-way communication channel between members and the Academy.

The Executive Director will serve as an ex-officio Delegate Council member.

Composition, Terms of Office:

The Delegates Council is composed of delegates elected by the membership. The number of delegates is determined by the Academy-derived formula every three years. Delegates are nominated from geographic areas and are elected by the entire membership on a rotating basis. The Academy currently has allocated five delegates from California to participate in House functions on behalf of the total membership.

The term of office is three years; new delegates take office June 1. Individuals may serve as a delegate no more than two consecutive terms and may be re-elected after a break in service. In the case when a 2-term past delegate is appointed to complete a vacated term due to withdrawal or removal, that delegate may run and be elected to serve two consecutive terms of office.

Reports to: Chair of Delegates

Meetings:

Delegates meet as a council to discuss issues, plan testimony, develop surveys for members input, review input from members, etc. Delegates meet face-to-face as agreed during other regularly scheduled meetings FNCE or the California Academy Annual Conference. Conference calls and other communications are used, as needed.

Duties and Responsibilities:

Delegates are active in the national association and the state association, so they are governed by the by-laws of both.

At the State Level:

Each District is assigned a specific delegate to represent their interests.

1. Communicate and clarify issues and actions of the Academy to members through district communications, council meetings, state meetings and through other means of communication.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- a. Attend at least two meetings for each district they represent per year to inform the district board and members in person about delegate issues, the Academy and the California Academy updates. (Reimbursement is provided for mileage to each district twice per year for each delegate if submitted to chair of delegates in a timely manner).
 - b. Write at least two delegate articles each year with the latest HOD updates obtained from the HOD communications and website, including current strategic and professional issues and meeting outcomes, as well as any other Academy news.
 - i. These articles will be emailed during your assigned months to all California delegates on our electronic mailing list and used by each delegate to personalize and distribute to their districts, ensuring regular communication by delegates to their district. This will provide a HOD update to each districts 10 months out of the year that can be inserted into newsletter, handouts and/or emailed to members.
 - ii. These articles will also be used to insert into the CA Academy e-news updates in months that articles are requested.
 - iii. If a delegate cannot write their assigned article it is their responsibility to switch with another delegate prior to the month due and ensure it is still completed that month prior to any communication deadlines.
2. Attend the California Academy Annual Conference each year (California Academy reimburses most travel, hotel accommodations and some per diem if within budget limits and submitted to the Chair of Delegates in a timely manner for this meeting).
 3. The delegates registration will be comped to the CA Academy Annual Conference and registration will be completed via staff. Attend California Academy meetings as per approval in annual budget. Participate in quarterly delegate conference calls set up by Chair of Delegates.
 4. Submit annual report of activities accomplished for the year to Chair of Delegates each year.
 5. Encourage local interest in the Academy issues and active feedback on Academy issues.
 6. Assure review and alignment of state and district bylaws with Academy governance guidelines.
 7. Accept resolutions and/or input re: major issues from district/state members.
 8. Actively participate in national meetings of the House of Delegates and/or tele-conference to present state concerns and issues. Vote as an informed, responsible individual using new and/or clarifying information presented at House meetings as well as California Academy membership opinion.
 - a. Attend the fall HOD meetings (fall travel to HOD meetings is paid for directly by the Academy by booking through the Academy). Fall HOD meeting hotel accommodations and a per diem is reimbursed by California Academy within budget limits and when submitted to Chair of Delegates in a timely manner.
 - b. The delegate is responsible for their own FNCE® registration and most other meeting expenses.
 - c. Participate in virtual HOD meetings during the year (requires no expense).
 - d. If a delegate cannot attend a HOD meeting they must get a proxy that needs to be approved by the Chair of Delegates and then submitted to HOD prior to the meeting).
 9. Accept additional leadership responsibilities designated by the organization:
 - a. Delegate representatives are assigned to each California Academy Council.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- i. Delegate representative to Public Policy Council must attend Public Policy Day in Sacramento (California Academy will reimburse registration if submitted to Chair of Delegates for prior approval).
 - ii. Delegate representative assigned to other councils must attend their council meeting at the California Academy Leadership Institute and conference calls throughout the year.
 - b. Serves on the Strategic Planning and ad hoc task forces as assigned.
 - c. Works with the Membership council to identify district California Academy nominations for the Academy awards – announce the Academy awards and deadlines to districts and assist in nominations.
 - d. Assists in identifying potential national Academy ballot candidates and moving a nomination forward (as applicable).
10. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy.
11. Collaboratively develops new programs and practices that effectively increase diversity, and provides support to communications council to achieve inclusion, diversity, equity, and access.

At the National Level:

1. Attend and actively participates in the House of Delegates meetings by:
 - a. Making motions, discussing, and voting on issues and resolutions brought before the group
 - b. Maintaining awareness of fiscal ramifications of House actions
 - c. Identifying topics for future deliberations at House of Delegates meetings
 - d. Accepting appointments to committees and completing assigned tasks
 - e. Maintaining communication with HOD leadership and responding to requests from House committees.
 - f. Promoting communication between the national and the California Academy. Informs House leadership of ideas or concerns related to functions of House or membership concern.
 - i. Reports back to state officers/members using state communication mechanisms.

Procedures that relate to other committees or organized units

Election Procedures for Chair of Delegates

Support of CA Academy CA Academy candidates on the Academy Ballot

Election Procedures for CA Academy Officers, Delegates & Nominating Committee

Nomination by CA Academy for the Academy Awards

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: National Ballot Nominations	
Section: Delegate	Primary Responsibility: Entity/Council: Delegate
Last Revised: 10/2016	Current Review/Approval: 6/2020

Purpose:

Provide support to members interested in a national Academy elected position.

Primary Responsibility:

Chair of Delegates

Procedure:

1. Delegates will enthusiastically promote Academy open positions and solicit nominees from California Academy organized units – this can be for current and future year (if Board nomination) election.
2. Nomination recommendations will be forwarded to Chair of Delegates by August 1st.
3. Chair of Delegates will present nominations to Delegates Council and California Academy Executive Board at a fall meeting or other appropriate time.
4. Chair of Delegates will process submission of approved nominations to the national Academy Nominating Committee.

*Academy Executive Board nominations (President Elect, Treasurer-Elect, Speaker-Elect) are usually due in August. Other position nominations are due in October. Refer to national Academy nominating guidelines and information.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description- Vice President, Education Council	
Section: Education	Primary Responsibility: Entity/Council: Education
Last Revised: 9/2018	Current Review/Approval: 6/2020

Term of Office:

Two years. Assumes office in June of odd numbered years. Maximum two terms.

Major duties and Responsibilities:

1. Actively serves as a voting member of the Executive Board:
 - a. Attends all meetings.
 - b. Reviews and approves EB and Education Council minutes.
 - c. Reports all actions of Council meetings to the Executive Board.
2. Manages and directs Education Council activities.
 - a. Develops, implements, and completes action plans and initiatives identified/assigned through the strategic plan.
 - b. Responsible for administration and operation of the Education Council and all education-related task forces.
 - c. Responds to any emails pertaining to education programs, ACEND- or CDR-related questions.
 - d. Coordinates with support staff, the Academy President-Elect, and the Annual Meeting planning committee:
 - e. Coordinates the student-track (education) and Student Reception at the annual conference.
 - f. Provides Council meeting agenda, agenda items, and emails with informative materials to all Council members in a timely manner. Presides at all meetings.
 - g. Reviews and approves the annual budget for Education Council. Monitor adherence to established budget with the California Academy Executive Director.
 - h. Coordinates Council meeting arrangements for all approved meetings that may include: Leadership Institute, Interim Meeting Conference Calls, Annual Conference, or other meetings as necessary (in coordination with Executive Director.)
 - i. *Secures Speaker Lounge management and supports presidors and speakers during the annual meeting, with help of student volunteers.*
 - i. *Organizes and supports dietetic program student volunteers for annual meeting, including the training of student volunteers to host meeting rooms.*
 - j. Provides website updates as needed.
 - k. Submits an annual end-of-the-year report of Council's activities and accomplishments of assigned Goals/Objectives, as well as future recommendations, by June 15th to the President.
3. Serves as liaison to all operating councils of California Academy.
4. Serves as a liaison between the California Academy and the educational institutions within California to help disseminate important California Academy activities to the Directors of accredited programs in these institutions.
5. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy and specifically all education activities.
6. Collaboratively develops new programs and practices that effectively increase diversity, and provides support to communications council to achieve inclusion, diversity, equity, and access.
7. *Actively seek, develop, and mentor at least two potential California Academy candidates for this position while serving in this capacity.*

Committees Reporting to Vice-President, Education:

Education Council and Webinar Committee

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Education Council	
Section: Education	Primary Responsibility: Entity/Council: Education
Last Revised: 9/2018	Current Review/Approval: 6/2020

Purpose:

To support dietetic education programs in California through:

- Support to institutions of higher education, NDEP, ACEND, and CDR
- Active recruitment into the profession of dietetics
- Assistance to dietetic educational programs in California, upon their request
- Advocacy for the interests of dietetic students and dietetic education programs
- Provide guidance to California Academy Student and Professional mentoring programs.
- Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy and specifically all education activities.
- Collaboratively develops new programs and practices that effectively increase diversity, and provides support to communications council to achieve inclusion, diversity, equity, and access.

Composition, Terms of Office:

Vice President - elected by CA Academy membership for a two-year term.

Recorder-appointed as needed at Council meetings on a rotating basis.

Council Membership:

Includes 6-9 members from the following (member may serve more than one role):

*These are dietetic education program directors.

8. A representative from the following types of education programs:
 - a. Dietetic Technician
 - b. Didactic
 - c. Dietetic Internship (Supervised Practice program)
9. A representative from the following
 - a. Community College
 - b. California State University
 - c. University of California
 - d. Private College or University
 - e. Distance Learning (if applicable)
10. Two Student members (if applicable); one from Northern and one from Southern California
11. One delegate appointed by Chair of Delegates and approved by Executive Board, ex-officio member.
12. Member At Large
13. Executive Director

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Webinars	
Section: Education	Primary Responsibility: Entity/Council: Education
Last Revised: 6/2020	Current Review/Approval: 6/2020 to be in effect 6/2021

Purpose:

To develop and implement member webinar education to expand membership benefits and to retain and recruit CA Academy members.

Reports to:

Vice President, Education

General Information:

Webinars will be hosted through the CA Academy Website. All webinars will be recorded and available for purchase after original live broadcast. Webinars may be sponsored or non-sponsored. All sponsored webinars must follow the CA Academy Sponsorship Policy Guidelines. CA Academy Webinar Education may be provided as a joint effort with CA Academy Districts.

Speakers will be identified via the following:

1. Webinar RFP link listed on website and available to send to speakers.
2. Social media promotion to drive traffic to website RFP / Membership recommendation
3. AC RFP process (2019/20, include a question if also want to be considered for webinar).

Composition, Terms of Office:

1. The Webinar Education Committee is comprised of one “Chair” and multiple “Coordinators” and Executive Director
2. The Chair is appointed by the Vice President of Member Benefits and Services for a two-year term. Member can be re-appointed.
3. The Coordinators are appointed by and report to the Chair.
4. In the absence of a Chair all Coordinators report to the Vice President of Member Benefits and Services.

Duties and responsibilities:

Webinar Education Chair

1. Develop and update RFP for Webinar Education Program annually.
2. Work with Webinar Education Coordinators to review proposals based on RFP criteria.
3. Plan, organize, and execute a minimum of 4 member webinars/year (as listed above)
4. Communicate and manage webinar speaker needs including:
 - a. Obtain speaker information (bio, resume/cv)
 - b. Obtain session information (objectives, learning need codes/PI)
5. Develop communication plan to promote webinar education program in collaboration with Communication Council.
6. Update website accordingly with promotion of upcoming webinars as well as recorded webinars.
7. Coordinate social media posts with Social Media Coordinators and VP of Communications.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

8. Develop post webinar survey for feedback from attendees.

Webinar Education Coordinators

1. Speaker outreach: attracting speakers and directing to RFP.
2. Speaker content review: Assist in RFP content review.
3. District Coordination: Assist with outreach to districts for general calendar of events and potential webinar coordination.

Coordination with the VP Communication Council

1. Maintaining infrastructure for broadcasting of webinars through CA Academy Website
2. Collaborate with the Communications Council, market CA Academy Webinar Education Program through social media channels and E-Newsletter.

Coordination with VP Member Benefits and Services

1. Collaborate with Education Council on topics relevant to members.

Executive Director

1. Host webinar
2. Recommend webinars based on activities from sponsors, members, etc.
3. Obtain pre-approval of continuing education units (CEUs) through Commission on Dietetic Registration
4. Issue CEU certificate to attendees.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Annual Conference	
Section: Annual Conference	Primary Responsibility: Entity/Council: Executive Board
Last Revised: 6/2020	Current Review/Approval: 6/2020

Purpose:

The [California Academy of Nutrition and Dietetics Annual Conference](#) is the premier conference for food and nutrition professionals in California. The annual three-day event provides education sessions focused on practical application of research, insights into emerging research and trends, exposure to new products and services, awards and recognition for members from various practice areas, special sessions for students, and face-to-face networking—all essential for advancing careers.

Branding:

The official name of the Annual Conference is the California Academy of Nutrition and Dietetics Annual Conference and Expo.

The official hashtag is #CANDACXX (where XX indicates the last two digits of the year in which the conference is held).

The official logo for the Annual Conference is managed by the Communication Council and is updated annually.

Timing:

The Annual Conference will be held in March, April or May.

Location:

The Annual Conference will be held in California, ideally rotating every other year between conference centers in Northern and Southern California. The Executive Director will seek options for conference locations, and the Executive Board will approve conference locations by a majority vote.

Theme:

The Annual Conference theme is developed by the President-Elect. The theme is the foundation for program planning and marketing and should be finalized and announced to the Executive Board at the June board meeting (for the following year).

Conference Components:

The following components may be part of every annual conference schedule:

- Continuing education sessions, including general sessions and breakout sessions
- Recognition of award recipients of California Academy and the Academy, 50-year members, etc.
- Business meeting or Member Town Hall Forum
- Student New Member sessions
- Poster sessions
- Exhibits
- Exercise, meditation, yoga, or physical activity session

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Program Planning Committee:

The Annual Conference program is planned by the Program Planning Committee, chaired by the President-Elect.

- The committee is composed of 8-12 additional members, all of whom must be members of the California Academy.
- Committee members should come from diverse practice areas including clinical nutrition, public health, foodservice management, business and consultation, and research.
- The President-Elect should also strive to include members from as many districts as possible, and at least one member of the committee should live/work in the city in which the conference will be held.
- The Executive Director should serve as a member and participate in all Program Planning Committee meetings and phone calls.
- Other committee members include the president, immediate past president and other Executive Board members as requested/needed. Non-board members are important to the development of the program.

The Program Planning Committee is responsible for planning ALL education sessions for the conference, including sessions sponsored by companies and organizations providing financial support for the conference.

Program Planning Committee Conflict of Interest:

No member of the Program Planning Committee may be a speaker at the conference for which he or she served on the Program Planning Committee. Program Planning Committee members may serve as session hosts to introduce sessions and speakers.

Continuing Education:

The Program Planning Committee should strive to develop a program that provides a minimum of 15 CPEUs across diverse practice areas.

A determination will be made whether pre-approved CPEU will be requested.

- Requests for CPEU credit will be made by the Executive Director for all Annual Conference programming.

Academy Representatives:

ACADEMY representation at the Annual Conference is optional. The Academy's policy for leadership representation will be followed and the [request form](#) submitted at least 6 months in advance of the meeting.

Commercialism:

The organization maintains full control over the planning, content and implementation of all programs presented for Continuing Professional Education credits during the educational event including the selection of speakers, moderators, and facilitators. The intent of the educational event is to provide quality sessions focused on educational content free from commercial influence or bias. The California

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Academy prohibits educational presentations that constitute promotion and/or advertising. This specifically includes pervasive or inappropriate use of brands, trademarks or logos. Educational presentations designed primarily as describing commercially marketed programs, publications or products will not be accepted or tolerated. To this end, program planners, session participants and sponsors are prohibited from engaging in scripting or targeting commercial or promotional points for specific emphasis, or other actions designed to influence the overall content of the program with commercial or promotional messages. Statements made should not be viewed as, or considered representative of, any formal position taken on any product, subject, or issue by the organization.

Program Planning Timeline and Responsibilities

Month	Task
April	<ul style="list-style-type: none"> ● President-elect-elect attends annual conference. ● President-elect-elect develops a theme for next year’s conference.
April 30	<ul style="list-style-type: none"> ● Deadline for developing ideas for conference theme.
April/May	<ul style="list-style-type: none"> ● President-elect-elect presents theme to Executive Board for review
May	<ul style="list-style-type: none"> ● President-elect-elect works with VP of Communications and Executive Director to develop brand identity for conference. The brand identity includes a logo/image/icon (that can be used on RFP, website, conference marketing materials, social media, and as the splash screen for the conference) with specific font(s), colors, images and/or photos.
June	<ul style="list-style-type: none"> ● President-elect invites and appoints 8-12 members of the Annual Conference Program Committee, including, Executive Director. ● President-elect, as chair of the Annual Conference Program Planning Committee, works with committee members to identify the topics and issues that will be included in the Request for Proposals (RFP). Topics may come from an audience poll at the last annual conference, from conference evaluations, and/or from CDR (e.g., Learning Needs Codes or Practice Competencies identified by members in their Professional Development Portfolios). ● Executive Director writes the RFP on behalf of the committee and provides for review. ● President-elect develops speaker proposal form in Word (including all required fields) and then works with the Executive Director to put the form on an e-platform. A customized link should be used, not the generic link provided by e-platform. ● President-elect works with the Annual Conference Program Planning Committee to identify individuals and groups (e.g., DPGs, districts, other professional organizations) who should receive the RFP. <i>This is intended as a marketing activity, not a request for specific people to submit proposals. Remember, the RFP identifies topics and issues, not specific speakers!</i>
June 30	<ul style="list-style-type: none"> ● Deadline for developing and finalizing the RFP.
June/July	<ul style="list-style-type: none"> ● Annual Conference Program Planning Committee members distribute RFP via email to individuals and groups identified in the marketing/distribution discussion. Executive Director posts on the website
July to September	<ul style="list-style-type: none"> ● Deadline for submitting proposals.
August	<ul style="list-style-type: none"> ● Annual Conference Program Planning Committee members review and score

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

	proposals (working independently). <i>Note that each proposal should be scored by two committee members to avoid scoring biases.</i>
August	<ul style="list-style-type: none"> Annual Conference Program Committee members discuss top scoring proposals and determine which proposals to accept.
August	<ul style="list-style-type: none"> President-elect works with Executive Director to develop online Speaker Agreements.
August 31	<ul style="list-style-type: none"> Deadline for reviewing/scoring proposals and determining which speakers will be accepted.
September	<ul style="list-style-type: none"> ALL speakers are notified of their proposal status; speakers whose proposals were accepted are provided a link to complete online speaker agreement.
September & October	<ul style="list-style-type: none"> Speakers agreements are returned, and all speakers are confirmed.
October to November	<ul style="list-style-type: none"> Deadline for developing final program schedule.
October & November	<ul style="list-style-type: none"> President-elect works with VP of Communications & Executive Director to develop Annual Conference marketing plan. ED Coordinates Student Volunteers for Conference
January & February	<ul style="list-style-type: none"> President-elect seeks volunteers to serve as session hosts who introduce the session and speaker as well as host the Q&A with the audience at the end of the session. All session hosts should be confirmed at least a month prior to the conference and hosts should be provided with written guidance on the roles and responsibilities of this duty.

Registration and Advertising Fees:

Registration and advertising fees are developed as part of the Annual Conference budget process. Final fees are approved during the budget process.

Complimentary Registration:

The following leaders and volunteers are eligible to receive complimentary registration for the Annual Conference:

- Executive Board members
- Delegate council members
- Thirty-five (35) student volunteers, if volunteering for 8 hours.
- Award recipients receive a complimentary one-day registration for the day they receive their award/recognition

Attendee Event Cancellation:

All events in which a fee is charged will have an established cancellation/administrative fee, which will include:

- The amount of the fee
- A date to cancel to be eligible for a refund (minus the cancellation fee)

The cancellation policy, including the date and administrative fee to be held will be prominently displayed and/or require acknowledgement during event registration.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

The cancellation fee will be established for each event and will be calculated based on the expense of processing the request as well as any guarantees (re: meals or events) made to another establishment.

Exhibitor Regulations and Information:

The organization will maintain regulations and information for exhibitors, which shall be readily available. These regulations and information are a part of the agreement between the exhibitor and the organization. The organization has the sole authority to make requirements and to interpret all matters and questions not covered by the Regulations and Information.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Position Description, Vice President-Public Policy Council	
Section: Public Policy	Primary Responsibility: Entity/Council: Public Policy Council
Last Revised: 6/2020	Current Review/Approval: 6/2020

Policy/Term of Office:

Shall serve for a two (2) year term and will take office June 1 of even numbered years]. Max 2 terms.

- Shall have been an elected officer of the Academy, the CA Academy, a District, a Dietetic Practice Group, or have been an active participant of the Public Policy Council for two (2) years.
- Shall have attended at least one (1) CA Academy Public Policy Workshop in Sacramento and one (1) Academy Advocacy Forum in Washington, DC.
- Shall expect to assume some non-reimbursable expenses.
- Shall have demonstrated a broad understanding of state and federal Public Policy issues and of California and Federal government structure and function.
- Will have time to travel. Requires approx. 10-12 days travel and meetings.
- Will appoint qualified members to serve on the Public Policy Council and will mentor members to perform their duties.
- Will build and maintain a strong Council to include members from all districts.
- Will maintain regular communication with the Executive Board and other CA Academy Councils regarding important state and federal public policy issues.
- Will mentor members to become candidates for VP Public Policy.
- Will hold regular meetings of the Public Policy Council.

Major Duties and Responsibilities:

1. Actively serves as a member of the Executive Board: attends all Meetings.
 - a. Serves as a member of the Strategic Planning Committee (SPC) attends all OPC meetings.
 - b. Submits budget for anticipated expenses for Public Policy Council
 - c. Communicates and clarifies issues and actions of the Academy pertinent to Executive Board.
 - d. Encourages and accepts resolutions and issues of concern from Executive Board.
2. Actively promotes Inclusion, Diversity, Equity and Access in all activities and advocacy efforts.
3. Coordinates all activities of Public Policy' Council.
 - a. Meetings
 - b. Orients Council members
 - c. Approves council member expense reports.
4. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy and specifically all advocacy efforts.
5. Collaboratively develops new programs and practices that effectively increase diversity, and provides support to communications council to achieve inclusion, diversity, equity, and access.

Procedures that Relate to Other Organized Units:

- Election Procedures for Chair of Delegates
- Support of organization's candidates on the Academy Ballot
- Election Procedures for Officers, Delegates & Nominating Committee
- Nomination for the Academy Awards

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Public Policy Council	
Section: Public Policy	Primary Responsibility: Entity/Council: Public Policy Council
Last Revised: 7/2016	Current Review/Approval: 6/2020

Purpose:

Represents California Academy members and all organizational units; in legislative, regulatory, and public policy matters. Coordinates public policy efforts with Academy based on Academy's goals and recommendations to promote the RDN/NDTR.

Composition, Terms of Office, Responsibilities:

1. **Vice President Public Policy** - elected for a two-year term.
2. **Public Policy Council**
 - a. **State Policy Representative** – appointed for a two-year term by California Academy Executive Board, upon recommendation by the VP Public Policy
 - i) Gains consensus for a set of state priorities for each year – not to exceed 3-5 issues.
 - ii) Attends Academy's Advocacy Summit in Washington, DC.
 - iii) Tracks state legislative issues of importance to RDNs.
 - iv) Updates the Legislative and Public Policy Agenda to reflect Academy/California Academy priorities.
 - v) Works with VP Public Policy and PPC to determine affiliate public policy priorities for each year (not to exceed 3-5 issues).
 - vi) Sets up a committee along with California Academy's Advocate/ Legal Counsel to identify and recommend current legislation for the California Academy to support, watch or oppose.
 - vii) Plans along with the VP Public Policy the California Academy's Public Policy Workshop.
 - viii) Coordinates appointments with state contacts (i.e. governor's office, state health officials, state legislators), and along with District Public Policy Reps, coordinates State legislator visits and events; i.e. legislative breakfast in each district.
 - ix) Works with legal counsel/ advocate on state related issues
 - x) Attends annual SPR training webinar by the national Academy.
 - xi) Attends Academy monthly Public Policy Forums or listens to recorded version.
 - b. **Consumer Protection & Licensure Coordinator** – appointed for a two-year term by California Academy Executive Board upon recommendation by the VP Public Policy.
 - i) Serves as a resource on licensure, scope of practice and the regulation of practice and facilities in the state of California.
 - ii) Coordinates and publicizes California efforts with the Academy's recommendations.
 - iii) Provides appropriate affiliate member education
 - iv) Attends Academy Consumer Protection webinars.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- v) Attends any Consumer Protection & Licensure in person trainings by the Academy.
- c. **Nutrition Service Payment Specialist** – appointed for a two-year term
 - i) Serves as a resource on Medicare, Medi-Cal and private sector reimbursement issues.
 - ii) Coordinates, monitors and/or initiates CA Academy activities that promote reimbursement for nutrition services.
 - iii) Provides appropriate affiliate member education.
 - iv) Works closely with the Academy’s reimbursement activities.
 - v) Attends quarterly Academy Reimbursement Rep calls.
 - vi) Attends in-person Academy Reimbursement Rep training sessions.
- d. **Legislative and Congressional Ambassador Coordinator**
 - i) Act as first point of contact for ambassador volunteers and public policy representatives regarding duties of ambassadors
 - ii) Maintain the Legislative and Congressional Volunteer Training Manual – update annually
 - iii) Draft and edit monthly nutrition nugget emails
 - iv) Send nutrition nugget emails to volunteers and follow-up as needed
 - v) Track nutrition nugget distribution rate
 - vi) Schedule and conduct phone training sessions with new ambassadors
 - vii) Give program updates at annual meetings and on monthly conference calls
 - viii) Brainstorm ways to continually improve the program, and manage the implementation of new initiatives
 - ix) Help motivate legislative ambassador attendance at PPW California
 - x) Help motivate legislative ambassadors’ in district meetings with state legislators
 - xi) Help motivate Congressional ambassadors to attend district meetings with members of Congress, especially during the August recess.
 - xii) Attend the California Academy Annual Meeting
 - xiii) Attend the California Academy Leadership Conference
 - xiv) Attend PPW California and/or the Academy’s Advocacy Summit
- e. **Advocate/ Legal Counsel** -- paid for out of the Public Policy Council budget.
 - i) CA Academy hires an Advocate/ Legal Counsel who represents CA Academy’s practice and regulatory interests to legislators, state agencies, and other organizations’ lobbyists;
 - ii) Facilitates meetings with government officials; and provides legal counsel and review as requested.
 - iii) Provides bill and state regulation screening service according to subjects and topics identified as priorities by the CA Academy Public Policy Council.
 - iv) Advocates for CA Academy’s positions and arranges meetings with state legislators and government officials.
 - v) Staff provides resource materials and may type letters on behalf of CA Academy to legislators and government officials.
 - vi) Provides legal advice on professional practice issues.
 - vii) Attends CA Academy meetings when requested.
 - viii) Participates in Public Policy Workshop CA.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

- ix) Performs legal review and drafting of CA Academy bills and amendments, evaluates existing laws and policies and reviews sensitive legislative correspondence.
- x) Remains in direct contact with CA Academy's Vice President of Public Policy and State Policy Representative.
- f. **District Public Policy Representatives** – serve two-year terms
 - i) Each of CA Academy's ten districts will appoint or elect a public policy representative who will participate in general meetings with the Public Policy Council – may include: Leadership Institute; Annual Conference; Public Policy Workshop and Public Policy Workshop - CA and monthly conference calls.
 - ii) Will provide education at the district level on legislative and public policy issues.
 - iii) Serve as liaisons to the districts with the Public Policy Coordinator and the State Policy Representative
 - iv) Coordinate ambassador appointment at the district level with constituent State and Federal Legislators
 - v) Will help coordinate appointments for district members in Sacramento on Public Policy Workshop - CA with constituent legislators.
 - vi) Represents the CA Academy and the Academy to their districts on public policy issues.
 - vii) Sends out notices to district members for all action alerts.
- g. **Delegate Representative to Public Policy Council** – one-year appointment by Chair of Delegates with approval of the CA Academy Executive Board
 - i) Attends in person Public Policy Council Meetings – Leadership and Annual Conference
 - ii) Attends monthly Public Policy Council conference calls
 - iii) Promotes Public Policy activities to Delegate Council

K. Executive Director

Other Duties/Responsibilities:

The Public Policy Council

1. Holds Council meeting at CA Academy's Leadership Institute and at the Annual Conference for all Council Members and District Public Policy Representatives, any liaisons assigned to Legislators, and any interested CA Academy members.
2. Holds conference calls as needed throughout the year to enforce yearly work plan and to coordinate Public Policy Workshop - CA and other events, as needed. The attendees are the Public Policy Panel; some conference calls will include the entire Public Policy Council.
3. Holds Public Policy Workshop - CA in Sacramento for all interested CA Academy members and interested interns and students, CA Academy Executive Board Members, Public Policy Members and District Public Policy Representatives are especially requested to attend as affiliate leaders.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

4. Provides input to CA Academy via nominations for CA Academy offices; Budget Requests and monitoring; CA Academy Bulletin and website; reports to Executive Board, and recommendations for contract services.
5. Along with the Vice President Public Policy, the CA Academy President and the CA Academy Administrator aids in directing activities of Advocate/Legal Counsel.
6. Selects “Legislator of the Year Award”. The award winner is approved by the Executive Board and presented to the Legislator on Public Policy Workshop - CA. The funds for this award come from the Public Policy Council Budget.
7. Supports all efforts to measure and monitor, inclusion, diversity, equity, and access throughout CA Academy and specifically all advocacy efforts.
8. Collaboratively develops new programs and practices that effectively increase diversity, and provides support to communications council to achieve inclusion, diversity, equity, and access.

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Awards Committee Overview	
Section: Awards	Primary Responsibility: Entity/Council: Immediate Past President
Last Revised: 2/2015	Current Review/Approval: October 2019

Policy:

The Awards committee and Executive Director are responsible to solicit nominees for CA Academy and ACADEMY awards, select awardees, and make arrangements for presentation of awards.

Affirmative Action

California Academy should seek awardees from underrepresented groups

Composition and Term of Office:

The Awards Committee is composed of the Chair is the Past President and four appointed members. Immediate Past President serves as an ex-officio member of the Awards Committee. Committee members are appointed upon recommendation of the Executive Board. Each member services three years and appointments are made on a rotating basis.

Reports to: Executive Director

Duties and Responsibilities:

- 1) Solicit Nominees form organized units and general membership.
- 2) Arrange conference call to the committee to select award recipients
- 3) Submit proposed designated nominees for CA Academy awards to Executive Board for approval.
- 4) After Executive approval notify award recipients.
- 5) Arrange for Committee members to complete biographical write-ups for Awards portion of Annual Conference.
- 6) Year-end report with suggestions for next year's chair

Other Resources:

CA Academy Award Procedures

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Awards Procedures	
Section: Awards	Primary Responsibility: Entity/Council: Awards
Last Revised: 5/2015	Current Review/Approval: June 2020

PROCEDURES

The Awards Procedures provides an outline of the information necessary to support Awards at the CA Academy and Academy annually.

Ca Academy Awards are determined Annually. They are listed below.

ACADEMY AWARDS:

Outstanding Dietetic Student

Coordinated Program

Didactic Program in Dietetics

Dietetic Internship/AP4

Dietetic Technicians

Outstanding Dietetic Educator

Coordinated Program

Didactic Program in Dietetics

Dietetic Internship/AP4

Dietetic Technicians

Recognized Young Dietitian of the Year

Total of 1 (one) RYDY Award given for each district/ maximum of 10 annually.

Recognized Young Diet Technician of the Year

Emerging Dietetic Leader Award

CA Academy Awards Given to Members of Academy/CA Academy:

Dolores Nyhus Memorial Award for Outstanding Achievement

Distinguished Service Award

Crystal Award

CA Academy Practice Awards:

- 1) These awards can only be given to the same person one time in any one practice category.
- 2) "Active Participation" in a dietetic practice group or a local district or state dietetic association implies service to that group as a committee member, office or evidenced action beyond general participation as a member.

Carol Hayes Torio Excellence in Management

Excellence in Clinical Dietetics

Excellence in Community Nutrition

Excellence in Private Practice, Business or Communications

Excellence in Education

Excellence in Research

Excellence in Technical Practice

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

CA Academy Awards Given to Non-ACADMEY/CA Academy Individual or Company:

Meritorious Service Award
 Friends of CA Academy

Public Policy:

Legislator of the Year-Determined by the Public Policy Council

June	Executive Director	Submit announcement to all mediums
July/August	Executive Director	Provide Awards packet to Leadership
September	Executive Director	Remind all districts/committees of awards
October 22	Nominees	Deadline for Award Nominees to submit packet of information
November 30	Executive Director	Forward nominations packet, screening/evaluation tools to Awards Committee
November 30	Executive Director	Outstanding Educator Nominees will be sent to DEP Rep on Education Council
December/January	Awards Committee	Conference call to determine Awardees
December/January	Chair Awards Past President	Notify Executive Board of the winners, via Past President email to EB Listserv
January	Chair Awards	Notifies by telephone all awards recipients two days after notification to Executive Board
January	Executive Director	Letter sent to entire slate
February	Awards Committee	Provides write-up about each award winner for the annual conference
March	Executive Director	ACADEMY Awards winner packets mailed to ACADEMY
AC Recognition Presentations	President	
Spring Newsletter	Executive Director	Submits announcement regarding recipients

NOMINATIONS FOR ACADEMY AWARDS

Recognition of member accomplishments is vital for any volunteer organization. The ACADEMY offers awards for years of hard work and volunteerism. It is desirable to nominate CA members for the national awards offered by the ACADEMY. Chair of Delegates will coordinate CA Academy nominations for ACADEMY Awards working in conjunction with Area I designee for this project.

Board Member Having Primary Responsibility: Chair of Delegates

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Procedures:

- 1) CA Academy organized units and individual members will forward recommendations for ACADEMY Awards to Chair of Delegates no later than December.
- 2) Chair of Delegates will present recommendations to Delegates Council at the CA Academy Fall Business/Fall Pre-HOD Meeting/Area meetings at October HOD Meeting.
- 3) Recommendations are forwarded to the Executive Board for information Jan/Feb Executive Board Meeting.
- 4) Delegates will prepare submission of approved nominations, including official CA Academy letter of nomination unless otherwise instructed by the President.

ACADEMY AWARDS

- Marjorie Hulsizer Copher Award
- ✳Lenna Frances Cooper Lecturer
- Honorary Membership
- Medallion Award
- President's Circle Nutrition Education Award
- Media Excellence Award

ACADEMY FOUNDATION AWARDS

- ✳Mary Abbot Hess Award for Recognition of an Innovative Food/Culinary Effort
- ✳Anita Owen Recognition Award for Innovative Nutrition Education
- ✳Judy Ford Stokes Award for Innovation in Administrative Dietetics or Food Services Facility Design

Awards For Excellence in Practice

- ✳ Excellence in Dietetic Research
- ✳ Excellence in Community Dietetics
- ✳ Excellence in Clinical Nutrition
- ✳ Excellence in Consultation and Private Practice
- ✳ Excellence in Management Practice
- ✳ Excellence in Dietetic Technology
- ✳ Excellence in Dietetic Education

CALIFORNIA ACADEMY OF NUTRITION AND DIETETICS

Title: Academy/California Academy Honors and Awards	
Section: Membership Benefits and Services	Primary Responsibility: Entity/Council: Immediate Past President
Last Revised: 10/2018	Current Review/Approval: 6/2020

Purpose:

Recognition of member accomplishments is vital for any volunteer organization. The national Academy and California Academy offer awards for years of hard work and volunteerism. It is desirable to nominate California Academy members for the national awards. California Districts will nominate members for California Academy awards. The Immediate Past President will coordinate the national Academy nominations and the California Academy awards.

Procedures:

1. California Academy organized units and individual members will forward recommendations for national Academy Awards no later than December.
2. California Academy organized units and individual members will forward recommendations for California Academy awards no later than December.
3. The Immediate Past-President-and Services will present recommendations to Executive Board the California Academy Fall Business Meeting.
4. Recommendations are forwarded to the Executive Board for information Jan/Feb Executive Board Meeting.
5. The Immediate Past President will prepare submission of approved nominations, including official California Academy letter of nomination unless otherwise instructed by the President.

Note: A current list of open awards and honors is available on the Academy website (www.eatrightpro.org)