

MISSISSIPPI DIETETIC ASSOCIATION
PROCEDURE

Revised Date: March 2001

Position: Chair-Elect - Council on
Professional Issues (CPI)

Elected: Yes

Voting Member: No

Term of Office: (Length) 1 year

Major Responsibilities:

A. Be elected by the members, serve for one (1) year, and be an ex-officio member of the Board of Directors; June 1 of the following year, will automatically become Chair of the Council on Professional Issues.

B. Perform the functions of the office of Chair of Council on Professional Issues in the absence of the Chair.

C. Be familiar with duties and responsibilities of the Chair.

D. Complete the program of work for the term of office as Chair and, develop a plan of action for the Council, based on the long-range plan for the Association, for the chair-elect's term as Chair, in conjunction with the Executive Committee.

E. Perform such other duties as may be designated by the Chair.

Additional Information:

A. Serve as chair of the committee for selection of the recipient of the Magnolia Award (see procedure)

MISSISSIPPI DIETETIC ASSOCIATION
TIME TABLE OF EVENTS
COUNCIL ON PROFESSIONAL ISSUES (CPI) - CHAIR-ELECT

- January - Attend Board of Director's meeting.
- Continue to become knowledgeable of the functions of the Council on Professional Issues.
- February - Meet with committee and make selection of Magnolia Award recipient.
- Notify recipient of Magnolia Award, so individual can make plans to attend Annual Meeting.
- Notify President, President-elect, Treasurer, and Public Relations Chair of Magnolia Award recipient.
- April - Attend Board of Director's meeting
- Continue to become knowledgeable of the functions of the Council on Professional Issues.
- May - Attend officers training workshop and installation of Board of Directors. Request names/addresses of district President-elects and practice group chairs.
- Submit budget for year as CPI Chair to MDAPresident.
- Attend Board of Directors' meeting and installation.
- Revise procedures and send to President Policies/Procedure Chair.
- June - Attend Board of Director's meeting.
- Notify each district and practice group of the procedure (E15) for selection of Magnolia Award.
- September - Request nominations for Magnolia Award from each district and practice group. Request vitae and letter explaining reason for each nomination. (limit vitae to two (2) pages)
- Attend BOD Meeting.