

Position Description

STUDENT COMMITTEE CHAIR

Length of Term: One year (June 1, 2016 — May 31, 2017)

Eligible Applicants: Members of the Academy of Nutrition and Dietetics who:

- 1) Are current PHCNPG members
- AND -
- 2) Have [Student Member](#) status through the Academy, **OR** are full- or part-time students and have [Active Member](#) status through the Academy

NOTE: *You must be enrolled in a program or coursework a minimum of four months during the August 2016 — July 2017 academic year.*

Functions:

- Serves as a non-voting member of the Executive Committee.
- Participates in monthly conference calls of the Executive Committee
- Serves as a liaison between student members and the Executive Committee.
- Encourages PHCNPG student members to join the Student Committee and conduct committee business, as needed.
- Completes one special project. The Student Committee Chair may either submit a proposal for the project to the Chair for approval, or complete a project as designated by the Executive Committee.
- Works with Website Chair to manage the Student Members page on the PHCNPG website.
- Provides or appoints a member of the Student Committee to provide at least 10 posts for Facebook and/or Twitter and to maintain the PHCNPG Student Facebook Group.
- Writes, or recruits another student member to write, at least one article for the quarterly newsletter, *The Digest*.
- Appoints a member of the Student Committee to serve as editor for the quarterly student newsletter, *The Student Digest*, and lead the Student Newsletter Committee. The Student Committee Chair manages communication between the layout/design contractor and appropriate EC members.
- Appoints a member of the Student Committee to lead the PHCNPG Mentor Program.
- Conducts an annual survey of the membership to assess the needs of the student membership.
- Performs other duties as designated by the Executive Committee or as deemed of importance by the Student Committee.
- Serves on the Selection Committee for the in-coming Student Committee Chair.

Additional Information/Expectations:

- The PHCNPG Advisor and former Student Committee Chair will serve as the Student Committee Chair's mentor on the Executive Committee.
- The Student Committee Chair will have access to the PHCNPG conference call line for conducting committee business.
- Work that is submitted for publishing online (e.g. website, e-blast, social media) or in the newsletter must be reviewed by the appropriate EC Committee Chair.
- PHCNPG will provide funding for the Student Committee Chair to attend the Food & Nutrition Conference & Expo™ (FNCE®). Funding includes registration, travel, lodging (roommate required), and per diem allowance in accordance with Academy's expense reimbursement

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guidelines. During the conference, the Student Committee Chair is expected to attend and participate in the PHCNPG Executive Committee meetings and PHCNPG Member Networking & Business Meeting. The Student Committee Chair is invited, but not required, to participate in other PHCNPG-related events (e.g. DPG Showcase, assist the Mothers' Room Coordinator). If the Student Committee Chair is unable to attend FNCE®, the PHCNPG Chair may appoint another member of the Student Committee to attend and represent the committee.

Method of Selection: Appointed by Chair-Elect following an application process

Application process:

- Student members will be informed of application period via e-blast, social media, and the PHCNPG Student Members webpage. The application period opens February 15, 2016 and closes April 30, 2016.
- Application form and résumé are due via e-mail to info@phcnpg.org by February 15, 2016.
- Applications and résumés will be reviewed by a subcommittee of the PHCNPG Executive Committee which includes the current Student Committee Chair. The Student Committee Chair will be selected by vote of the subcommittee, and approved by the Executive Committee. Applicants will be notified by May 31, 2016 to serve from June 1, 2016 – May 31, 2017.