ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

President Position Description – ASPHN

The President shall be the chief executive officer of the Association of State Public Health Nutritionists (ASPHN) and, subject to the direction of the Board of Directors, shall have general charge of the business, affairs and property of the Association and general supervision over its other officers. He/she shall perform all duties usually incident to the office of President, and shall see that all orders and resolutions of the Board of Directors are carried into effect.

The President is the chairperson of the Board of Directors. The term of office is one year and runs from August 1st to July 31st.

Leadership Duties

- Preside at all business sessions of the Association (Board meetings and business meeting at Annual Meeting).
- Oversee achievement of the association goals and objectives from the strategic plan. This includes working with the Executive Director to ensure a timetable for completion is maintained, assuring timely submission of reports from all committee chairpersons for meetings, and providing progress reports.
- Can join all committees except the Governance Committee.
- Work with the Executive Director to ensure orientation of the new Board of Directors.
- Work with the Executive Director to assure that all Board members and committee chairs are familiar with their job descriptions and job responsibilities.
- Serve as a member of the Administrative and Finance Committee and co-chair the committee with the Treasurer.

Executive Duties

- Signature will be one of four on the association checking account and one of two on the money market account. Sign checks when requested.
- Review and sign ASPHN contracts.
- If permitted by one's state, sign all Association letters.
- Voting member for ASPHN at all ASTHO meetings. The President may attend the annual, face-to-face ASTHO Affiliate Council meeting and the ASTHO Annual Meeting. The President may also attend the monthly ASTHO Affiliate Council calls. The Executive Director attends all ASTHO Affiliate Council calls and meetings.
- Assure the Governance Committee presents a slate of potential officers to the Secretary at least 90 days prior to the annual meeting.

- Appoint special committees, as needed, with the approval of the Board of Directors.
- In consultation with the Directors at Large, appoint committee chairs.
- If any office other than President-Elect becomes vacant, the President shall appoint a successor to serve for the remainder of the term, subject to the approval of the remaining Board members.
- Set the date, time and place for face-to-face Board meetings. Hold monthly Board calls. Work with the Executive Director and President-Elect to prepare a final agenda and accompanying materials for each board meeting.
- Work with/participate in developing work sessions for face-to-face meetings (mid-year and annual meetings).
- Chair the Executive Director's contract review. Invite President-elect, Immediate Past President, and Treasurer to participate in the review. Lead the contract review call. Write, sign, and send contract review letter to the Executive Director.

Public Relation Roles

- When called, represent ASPHN at ASTHO and other affiliate meetings, federal meetings or on committees, etc. May designate another board member or ASPHN member to represent the Association.
- Serve as liaison to the Maternal and Child Health Bureau, the Centers for Disease Control and Prevention, the U.S. Department of Agriculture, the Food and Drug Administration, and any other governmental agency or organization whose policies or funding has significant impact on the work of the association.

Administrative Duties

- Maintain regular contact with the Executive Director.
- Participate in the Executive Director's contract review.
- Can join monthly financial calls
- Respond to questions from the auditor of the Association of State & Territorial Public Health Nutrition Directors for a fiscal year ending.

Estimated time demands:

Phone meetings

- At least one 1-hour meeting/month with the Executive Director.
- Three hours/month to prepare Board agenda and packet. (The Executive Director requests Board reports and drafts an agenda and packet. The President reviews the packet and works with the executive director to finalize the agenda and packet.)
- 1.5 hours/month to lead Board calls.
- Extra meetings to plan Board work sessions at in-person meeting(s).

- As needed participate in Administration & Finance Committee calls.

Travel

- May travel up to 2 days to attend ASTHO Affiliate Council face-to-face meeting
- May travel up to 4 days for a mid-year meeting
- May travel up to 5 days for an Annual Meeting
- Other travel if appropriate and if permitted by state

Email

- Response to email – ranges from no messages one week to 10 messages another week.

ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

President-Elect Position Description – ASPHN

The ASPHN President-Elect shall, in the absence of the President or in the event of the President's disability, perform the duties and exercise the powers of the President, and shall generally assist the President and perform such other duties and have such other powers as may from time to time be prescribed by the Board of Directors. The President-Elect is responsible for chairing the annual meeting.

TERM:
The term of office is one year, which runs from August 1 to July 31. The President-Elect automatically assumes the office of the President starting August 1 of the year when the term of President-Elect ends.

The person elected President-Elect will serve one year in that term, then one year as President, and then one year as Past President. All three terms are voting positions of the Board of Directors.

The President-Elect performs the duties of President and exercises the powers of President in case of a President's vacancy and will then serve the terms of President and Past President.

POSITION ELIGIBILITY

1. An Appointed or General Member with state's membership in good standing (i.e., dues paid in the year prior to the term starting and continue to be paid throughout the position's term).
2. An Associate Member who has previously served an elected position on the Board of Directors (e.g. a Council representative or another position as an Appointed or General Member)
3. Held a Board of Director position or served as a committee chairperson within a 3-year time period prior to nomination.

DUTIES:

1. Member of the ASPHN Board of Directors
   The President-Elect is a voting member of the Board of Directors. The President-Elect participates in the Board of Directors meetings (Each month – 1.5 hours).
2. Perform the functions of President, in the President's absence.
3. Learn duties and activities of President.

   a. Work with the President and Executive Director as needed to become acquainted with the duties and activities of the President, other offices and committees.

4. Board Meeting preparation
   a. Meet with the President and Executive Director before each Board call to plan for the Board meeting (Each month-about 1.5 hours which includes preparation for and the call).
   b. Work with the President on leadership development for any in-person Board meetings. (approximately 2 hours for each in-person meeting)
5. Administrative and Finance Committee
   a. Participate in Finance (Money) call with Executive Director, Director of Operations, Treasurer, President, Past President and accountant (Each month - 1 hour or less).
   b. Participate in calls from the auditor as needed.
   c. Be an authorized signer of checks, and sign checks when requested.
6. Serve as a member of committees as needed:
   a. Task forces with relevance on future term as President, for example a strategic plan core planning team.
7. Contract Review
   a. Participate in the Executive Director's contract review, including authoring direction for the coming year.
8. Chair of the Annual Meeting Planning Committee
   a. Work with Director of Operations to recruit an Annual Meeting Planning Committee, includes reaching out to potential committee members. (one time – about 1 hour)
   b. Review Board reports prepared by Director of Operations on meeting planning progress. (Each month – about 30 minutes)
   c. Participate with committee members in planning the annual meeting as per the Annual Meeting Planning Committee job description (September through June, 1 - 2 times a month, approximately 10 hours total).

Travel

- ☐ May travel up to 4 days for a mid-year meeting, if held.
- ☐ May travel up to 5 days for an Annual Meeting if held.

ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

Updated June 9, 2024
Resources for ASPHN Leaders/Board Position Descriptions

ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

Immediate Past-President Position Description – ASPHN

The immediate Past-President of the Association of State Public Health Nutritionists (ASPHN) serves as a voting member of the Board of Directors for one year following the term of office as President.

Duties and Time Commitments

- Participate in monthly Board of Director meetings (1.5 hours a month)
- Attend face-to-face meetings at midyear and during annual meeting when held. (Two days plus travel time to attend the Mid-Year Board Meeting; three to five days plus travel time to attend the ASPHN Annual Meeting)
- Provide guidance to the President and Board of Directors on association business, strategic plan, annual meeting program, special projects and relationships with other organizations. (3 hours a month including Board calls)
- Assure completion of short-term projects carried over from his/her presidential initiatives.
- Assist in developing and promoting leadership within the Association by serving on the Governance Committee. (1.5 hours a month)
- Provide consultation to the Awards Ad Hoc Committee, as needed, to suggest nominations for the awards and give advice on the nominations under consideration. (1-3 hours a year)
- Mentor Student Board Representative. If unable to mentor student, assists in the selection of another Board member to act in their place.
- Chair the Bylaws Committee. Review Bylaws with the Executive Director and if changes ought to be considered convene a committee of one or two members to review the Bylaws. (up to 25 hours a year depending on number and extensiveness of updates) If needed, propose suggested changes to the Board of Directors by March 1 of the year or the mid-year Board of Directors meeting (whichever comes first). Prior to voting on any changes in the bylaws, the Past-President assures that twenty days of notice is given to members regarding the proposed changes and the time and place at which the Board will vote on the proposed changes.
- Participate in the Executive Director's contract review. (about 6 hours a year)
- Participate in Finance and Administrative calls as available. (about 1.5 hours a month, as available)

ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

Secretary Description - ASPHN

The Secretary is a voting member of the Board of Directors (BOD). The term of office is two years and begins August 1 of each term.

Position Eligibility

- An Appointed or General ASPHN member with state's membership in good standing (i.e., dues paid in the year prior to the term starting and continue to be paid throughout the position's term). Or an Associate Member who has previously served an elected position on the Board of Directors (e.g. a Council representative or another position as an Appointed or General Member)
- Previous ASPHN association involvement preferred.

Monthly BOD Meeting Minutes:

- The Secretary completes a roll call at the beginning of each meeting of the BOD and determines if there is a quorum.
- Record minutes and attendance for monthly BOD virtual meetings using the consent agenda format.
    - Motions are bolded for easy identification. Motions originating from a committee or Board-approved task force or work group do not need to identify who proposes or seconds a motion, and instead should indicate that the motion and second came from the committee or task force. For example, "M/S (Committee Name)…."
    - Discussion items are only part of the Action Agenda section. Record notes and summarize discussion as appropriate, leaving out names. No first names are used in the minutes, just first initial and last name.
    - In the "Report Packet and Additional Files" column, note "No Report" or the page number in the BOD meeting packet if a report accompanied the agenda item. If an item under the Consent Agenda is to be discussed, the agenda item is moved to the Action Agenda section or the "Announcements/Information Oral Reports" section of the agenda.
    - Agreement on summary bullet points for posting on the website: At the end of each monthly BOD meeting, the BOD decides on what should be posted on the ASPHN website for members. Postings usually include new members, important motions, Policy Committee actions and/or other time-sensitive information. The items are recorded in the minutes.
    - Send draft of minutes (indicated by a watermark or "Draft" stated at the top of the minutes) to President and ED soon after the meeting for review and to make

additions and changes, if needed.

- Executive Director (ED) will request BOD reports be submitted the Friday prior to the monthly BOD calls. Draft minutes from previous month will be distributed to BOD withthe agenda for the monthly calls.
- ASPHN consultants take the administrative steps of finalizing the approved minutes and posting on Google Drive.

Mid-Year Face-to-Face Meeting Minutes:

The Secretary is responsible for minutes duringthe official Board meeting, if held, during the mid-year meeting. The Secretary is not responsible for taking minutes during Board work sessions held during the mid-year meeting. Minutes can be the same format as the monthly minutes with the consent agenda or another format.

Annual Meeting Minutes from General Membership Meeting:

Within the association's Annual Meeting there will be a business meeting of the membership. The Secretary is to take minutes during this business meeting.

- Complete roll call using the list of Appointed from the ASPHN website. Call for attendees using State/Territory names in the event the Appointed sent an alternate attendee. For annual meeting minutes, use the headings from the agenda for the minutes. There is no consent agenda to organize these.
- Distribute previous year's annual meeting minutes at the current annual meeting.

Annual Election:

The Secretary has a role in verifying the accuracy of the ballots that are distributed to ASPHN members. There is an "Annual Ballot Procedure" available from the Governance Committee that describes all policies and procedures having to do with the ballot and elected BOD members. Below is the role of the Secretary.

- At least 3 months (90 days) prior to the annual meeting, the Governance Committee shall submit to the Secretary the ballot of nominees for the BOD, council representatives, and Governance Committee. The Secretary validates the list by ensuring the ballot has no errors or typos, the nominee's names and state abbreviations are correct, the nominees are listed on the website as members; verifying minimum number of nominees for each position as described on the ballot

(e.g. at least three nominees if ballot directs to vote for three); and confirming types of positions on the ballot are correct.

Resignations:

- Resignation by any officer, Director at Large, council representative, or Governance Committee member must be in writing and received by the Secretary. The Secretary will submit a BOD report noting a resignation. A letter or email resignation will be partof the Board report. Resignation will be documented in the Board minutes.

Chair the Ad-Hoc Committee for Student Representative Board Position

The Secretary will chair an ad-hoc committee of the Board of Directors for the specific task of filling the student representative board position each year.

- Work with an ASPHN Consultant to recruit a committee composed of an odd number of ASPHN members but not less than three individuals by October. (one time – about 3 hours)
- An ASPHN Consultant will provide support to start the process for the student selection with applications due in March.
- Participate with committee members in selecting a student representative by April. (April – 5 hours)

Other:

- The Secretary shall perform other duties as may be prescribed by the Board of Directors or the President.

Position Benefits and Time Commitments:

The Secretary has all the privileges of being on the Board of Directors, including voting and attending the Mid-Year and Annual meetings, with a relatively low work load, about 3 hours a month which includes 1.5 hours participating in the Board Meeting and ~1.5 hours preparing for the Board meeting, emails, and other duties. It is a good way to observe the Board Meetings and learn about how ASPHN works.

ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

Treasurer Description - ASPHN

The Treasurer acts as a source of financial information for the Association. In collaboration with the Director of Operations, the Treasurer informs the Board of Directors of the ongoing financial status. She/he represents the financial interests of the members and anticipates the Association's financial needs, in keeping with the strategic plan.

TERM:
The treasurer position is an elected position. The term of office is two years, which commences August 1 in an even-numbered year.

POSITION ELIGIBILITY:

1. Must be an Appointed or General ASPHN member with state's membership in good standing (i.e., dues paid in the year prior to the term starting and continue to be paid throughout the position's term).
2. Previous board experienced is preferred.

DUTIES:

1. **Member of the ASPHN Board of Directors**
   a. The Treasurer is a voting member of the ASPHN Board of Directors. The Treasurer fully participates in the Board of Directors complying with the Board of Directors Responsibilities.
2. **Authorized Account Signer**
   a. The treasurer is an authorized signatory on the checking and savings accounts.
   b. Works with the accountant and Director of Operations to ensure the bank forms for the authorized signatures of the President, President-Elect, Treasurer and Director of Operations are completed and sent to the bank following the annual meeting.
   c. Signs checks listed on documents received from the Accountant to be paid electronically by utilizing DocuSign. DocuSign system will forward to the Director of Operations for second signature and approval for payment processing (2 – 3 times per month).
   d. Signs hard copy checks received from the Accountant by USPS overnight/Priority/Regular mail and forwards USPS overnight/Priority/Regular mail to the Director of Operations for second signature and mailing. (2 – 3 times per month).
3. **Financial Oversight and Reporting to Board of Directors**

a. Participates on the monthly phone call (aka Money Call) with the Executive Director, Director of Operations and accountant to review the monthly financial report. Invites the President to the monthly phone call**. (Each Month)**

b. Works with the Director of Operations to prepare and submit a monthly financial report for each Board of Directors meeting. **(Each Month)**

4. Due Notices

a. Works with the Director of Operations to write a cover letter to accompany the dues notices. **(By October 1)**.
   - The dues notices are e-mailed by the Director of Operations to all states, territories, and associate members annually **by October 31)**.
   - The dues are to be paid by January 1.

5. Renewal of Certificates of Deposit

a. Makes CD renewal decisions with the Director of Operations and guidance from the accountant.

b. Notifies the Board of Directors of all CD renewal decisions on the next Board of Directors conference call or face-to-face meeting.

6. Budget Preparations and Management

a. Requests Board members and committee chairpersons submit estimated expenditures for their year of office. **(By October 15)**

b. Works with the Director of Operations and accountant to prepare an annual operating budget. **(By October 31)**

c. Presents a draft budget for the following fiscal year to the Administration & Finance Committee for review. **(By November 15)**

d. Represents the Association for budget and audit functions in cooperation with the Director of Operations and accountant, as needed.

e. In the spring, works with the Director of Operations to prepare a Budget status report for Administration & Finance Committee. **(March – May)**

7. Grants, Contracts, and Agreements

a. Participates in the negotiation and financial administration of grants, contracts and agreements with the Executive Director and Director of Operations, as needed.

b. Participates in reviewing and approving contracts and contract amendments for the consultants.
(August-September)

c. Participates in the Executive Director's contract review.

8. Audit

a. Works with the accountant and Director of Operations to complete the annual audit, which may include a required government audit (A133) Report. The auditor may or may not contact the Treasurer with financial questions and/or procedural questions.
   - The audit committee meets with the auditor. The Treasurer, Director of Operations and accounting firm do not participate on the conference call.
   - The Audit Committee presents the auditor's report with recommendations to the ASPHN Board for approval.

b. Works with the accountant to select an audit firm, as needed

Revised August 2024
Revised November 2021
Revised July 2019
Revised September 2013
Revised June 2007

ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

Directors at Large Position Description - ASPHN

The five Directors at Large are voting members of the Board of Directors. The term of office is two years and begins August 1 of the year elected.

The Directors at Large assist the President in advancing the goals and objectives of the ASPHN strategic plan and in conducting the business of the Association. The Directors at Large assume responsibility for oversight of activities in the Association's strategic plan.

All Directors at Large are members of the Financial Audit Committee. Each Director takes an active role as a chair of a Board or Association Committee (e.g., Policy Committee, Collaboration Committee, Membership, and Communication and Outreach Committee) and oversee the respective committee's work plan. The President selects one Director at Large to serve as the Chair of the Governance Committee.

The Directors at Large shall encourage member participation on standing and special committees.

The Directors at Large gain valuable insight into national public health nutrition issues. Through participation on committees, whether communications, collaboration, policy or membership, Directors connect with many ASPHN leaders and members, broadening their knowledge of the pool of experts working to achieve the same or similar goals in their states.

Position Eligibility

- An Appointed or General ASPHN member with state's membership in good standing (i.e., dues paid in the year prior to the term starting and continue to be paid throughout the position's term). Or an Associate Member who has previously served an elected position on the Board of Directors (e.g. a Council representative or another position as an Appointed or General Member)
- Previous ASPHN association involvement preferred.

Time Commitment – minimum of 5 hours a month (Depends on how active the committee is that is chaired)

- Monthly calls**:** Board (1-1.5 hours); Committee (1 hour); Consultant planning (1 hour)
- Attends face-to-face meetings at midyear and during annual meeting, if/as scheduled.

- Meeting preparation work, email correspondence and assignment completion: 1-2 hours a month depending on committee and Board work plan duties.
- Financial Audit Committee: up to 2 hours annually.

ASPHN National Fruit & Vegetable Nutrition Council Leadership Position Descriptions & Time Commitments

Position Eligibility

- Can be an Appointed Member, General Member, or Associate Member.
- Appointed and General Members must be from a state whose membership is in good standing. Specifically, this means dues need to be paid in the year prior to the term starting and dues must continue to be paid throughout the three-year leadership term as chair-elect, chair, and past chair.
- Associate members must be in good standing. Specifically, this means dues need to be paid in the year prior to the term starting and dues must continue to be paid throughout the three-year leadership term as chair-elect, chair, and past chair.
- Student Associate members are eligible; however, it should be noted the position is a three-year commitment with one year in each position as chair-elect, chair, and past chair.

Fruit & Vegetable Nutrition Council Chairperson-Elect (1 year)
Approximate time commitment: 3 – 4 hours/month

Duties

- Serves a one-year term (August 1st to July 31st), then one year each as Chair and Past-Chair.
- Performs the duties of the Chair when they are unable.
- Represents the FV Nutrition Council on the ASPHN Annual Meeting Planning Committee (approximately eight 1-hour calls from February - June).
- Participates in bi-monthly FV Nutrition Council Leadership Team Calls and bi-monthly Chair's calls (1 hour/month)
- Serves on ASPHN Board of Directors (BOD). (1.5 hour/month)
    - Secondary council vote on ASPHN BOD in absence of Chairperson.
    - Two days plus travel time to attend the Mid-Year ASPHN Board Meeting, when held.
    - Three to five days plus travel time to attend the ASPHN Annual Meeting, when held.
- If needed, may review board reports. (.25 hour/month)
- Participates in 2-3 FV Nutrition Council sponsored webinars. (1 hour each)
- Participates in 2-3 FV Nutrition Council membership networking meetings. (1-hour each)

- Sends monthly welcome emails to new members of the FV Nutrition Council. The new members are split between the 3 chairs. (.5 hours/month)
- Participates in activities and projects identified by the FV Nutrition Council. (TBD)
- Follows the “Guidelines for How We Work Together” and helps others to do so.

Fruit & Vegetable Nutrition Council Chairperson (automatic transition for 1-year term)
Approximate time commitment: 4-5 hours/month

- Chairs the National FV Nutrition Council and Leadership Team.
- Oversees development and achievement of the Council’s annual workplan.
- Leads Council’s bi-monthly Leadership Team meeting, bi-monthly Chair’s call (Chair, Chair-Elect, Past-Chair and Consultant). (1 hour/month)
- Works with ASPHN Consultant to develop Leadership Team Meeting and Chair’s call meeting agendas and notes.
- Works with ASPHN Consultant to prepare monthly board reports. (.5 hour)
- Serves on the ASPHN Board of Directors (BOD). (1.5 hour/month)
    - Primary council vote on ASPHN BOD.
    - Two days plus travel time to attend the Mid-Year ASPHN Board Meeting, when held.
    - Three to five days plus travel time to attend the ASPHN Annual Meeting, when held.
- Leads 2-3 FV Nutrition Council membership networking meetings. (1 hour each)
- Leads and provides speaker introductions for 2-3 FV Nutrition Council sponsored webinars. (1 hour each)
- Participates in activities and projects identified by the FV Nutrition Council Leadership Team. (TBD)
- Sends monthly welcome emails to new members of the FV Nutrition Council. The new members are split between the 3 chairs. (.5 hours/month)
- Represents the Healthy Food, Active Communities Council on the ASPHN Admin and Finance Committee.
- Follows the “Guidelines for How We Work Together” and helps others to do so.

Past Fruit & Vegetable Nutrition Council Chairperson (automatic transition for 1-year term)
Approximate time commitment: 4-5 hours/month

- Represents the FV Nutrition Council on the ASPHN Governance Committee. Duties include:
    - Participates in Governance Committee calls. (1 hour/month)
    - Recruits candidates for the position of Chairperson Elect of the FV Nutrition Council on the ASPHN ballot for the Annual Election. (TBD)
- Participates in bi-monthly FV Nutrition Council Leadership Team Calls and bi-monthly Chair’s calls (1 hour/month)
- Performs the duties of the Chair when Chair and Chair-Elect are not able.
- Participates in 2-3 FV Nutrition Council sponsored webinars. (1 hour each)
- Participates in 2-3 FV Nutrition Council membership networking meetings. (1-hour each)
- Serves as needed and as time allows in committee or mentoring roles.

- Sends monthly welcome emails to new members of the FV Nutrition Council. The new members are split between the 3 chairs. (.5 hours/month)
- Participates in activities and projects identified by the FV Nutrition Council (TBD)
- Follows the “Guidelines for How We Work Together” and helps others to do so.

MCH Nutrition Council Roles

MCH Nutrition Council

The Association of State Public Health Nutritionists (ASPHN) Maternal and Child Health (MCH) Nutrition Council provides leadership to promote optimal well-being through healthy eating and active living for the MCH population, including those served by Title V MCH Services Block Grant. The MCH population includes pregnant and lactating individuals, infants, children, adolescents, including those with special health care needs, and their families.

MCH Nutrition Council Membership

The MCH Council has two types of membership. Members in both categories are encouraged to serve in leadership positions, be involved in council activities and may vote in elections. The two types of membership are:

1. MCH Nutrition Council Liaison, only one position per state.
2. General membership

MCH Nutrition Council Liaison

The MCH Nutrition Council Liaison is either an ASPHN Appointed Member or a general member selected by the state ASPHN Appointed Member and the state Title V/MCH Director. The Liaison serves as a contact between the MCH Nutrition Council and state-level Title V MCH and nutrition programs. Liaisons are invited to participate in MCH Nutrition Council webinars; exchange information about activities and needs within their state; and participate in select activities associated with the MCH Nutrition Council. The time commitment is approximately 1 to 2 hours per month.

MCH Nutrition Council General Membership

MCH Nutrition Council general membership is open to any ASPHN member interested in maternal and child health. The General Membership is invited to participate in MCH Nutrition Council webinars. The time commitment is approximately 4 to 6 hours per year.

MCH Nutrition Council Steering Committee

The MCH Nutrition Council work is guided by a steering committee made up of volunteers and elected leadership positions. Any MCH Nutrition Council member is eligible to serve on the steering committee. The Steering Committee meets monthly and actively engages in the MCH Nutrition Council activities to develop and achieve the Council's workplan.

MCH Nutrition Council Steering Committee Members

Any MCH Nutrition Council member may volunteer to join the Steering Committee. Steering Committee Members serve a one-year term (August 1st through July 31st) with the option to continue for additional terms. Steering Committee members are expected to prepare for, attend and participate in monthly Steering Committee meetings, webinars and other training opportunities. Steering Committee members are encouraged to represent the MCH Nutrition Council on an ASPHN committee or group and to provide a short report

MCH Nutrition Council Roles

of the committee/group activities at the monthly Steering Committee meeting. The time commitment is approximately 2 to 3 hours per month.

Inclusion Diversity Equity and Accessibility (IDEA) Coordinator

The IDEA Coordinator is a volunteer role with the MCH Nutrition Council Steering Committee. The IDEA Coordinator facilitates monthly IDEA Workgroup meetings. This includes drafting the monthly agenda, recruiting MCH nutrition council members to join the DEIA Workgroup, and leading IDEA -related projects. The IDEA Coordinator will provide a short report of the group's activities to the MCH Nutrition Council Steering Committee during monthly committee meetings. The IDEA Coordinator will serve a one-year term (August 1st through July 31st). The IDEA Coordinator is selected annually by active DEIA workgroup members and is required to be an MCH Nutrition Council Steering Committee member. The time commitment is approximately 3 to 4 hours per month.

Student Representative

The Student Representative is a volunteer role with the MCH Nutrition Council Steering Committee. The Student Representative provides a student prospective to the MCH Nutrition Council Steering Committee discussions during monthly committee meetings. The Student Representative serves a one-year term (August 1st through July 31st). The Student Representative is recruited annually by ASPHN MCH Nutrition Council Consultant support and is required to be an MCH Nutrition Council Steering Committee member. The time commitment is approximately 2 to 3 hours per month.

MCH Nutrition Council Elected Positions

There are three elected positions for the MCH Nutrition Council. A Chair-Elect is elected annually by the entire Council membership. The Chair-Elect serves one-year in that term (August 1st to July 31st) then one year each as Chair and Past-Chair.

Chair-Elect

The chair-elect meets monthly with the Chair and Past-Chair, facilitates Steering Committee meetings in the absence of the Chair. The Chair-Elect serves as a voting member of the ASPHN Board of Director meetings in the absence of the Chair. The Chair-Elect is expected to attend the Board Work session in conjunction with the ASPHN Annual Meeting and one additional in-person Board meeting. The Council Chair-Elect also represents the MCH Nutrition Council on the ASPHN Annual Meeting Planning Committee. The time commitment varies; and is estimated to average approximately 6 to 7 hours per month.

Chair

The MCH Nutrition Council Chair oversees development and achievement of the Council's annual workplan. The Chair works with the ASPHN Consultant to develop agendas and facilitates the monthly Steering Committee meeting. Provides the introduction for up to 14 MCH Nutrition Council webinars and training calls. The Chair represents the MCH Nutrition Council on the ASPHN Board of Directors as a voting member. The Chair is expected to attend the Board Work session in conjunction with the ASPHN Annual Meeting

MCH Nutrition Council Roles

and one additional in-person Board meeting. The ASPHN Consultant develops monthly ASPHN Board of Directors reports for the MCH Nutrition Council, which the chair reviews. The Council Chair also serves on the ASPHN Admin and Finance Committee. The time commitment varies; and is estimated to average approximately 7 to 8 hours per month.

Past-Chair

The MCH Nutrition Council Past-Chair represents the MCH Nutrition Council on the ASPHN Governance Committee. The time commitment varies; and is estimated to average approximately 4 to 5 hours per month

ASPHN Healthy Food, Active Communities Council
Leadership Position Descriptions & Time Commitments

Position Eligibility

- Can be an Appointed Member, General Member, or Associate Member.
- Appointed and General Members must be from a state whose membership is in good standing. Specifically, this means dues need to be paid in the year prior to the term starting and dues must continue to be paid throughout the three-year leadership term as chair-elect, chair, and past chair.
- Associate members must be in good standing. Specifically, this means dues need to be paid in the year prior to the term starting and dues must continue to be paid throughout the three-year leadership term as chair-elect, chair, and past chair.
- Student Associate members are eligible; however, it should be noted the position is a three-year commitment with one year in each position as chair-elect, chair, and past chair.

Healthy Food, Active Communities Council Chairperson-Elect (1 year)
Approximate time commitment: 3 – 4 hours/month

Duties

- Serves a one-year term (August 1st to July 31st), then one year each as Chair and Past-Chair.
- Performs the duties of the Chair when they are unable.
- Represents the Healthy Food, Active Communities Council on the ASPHN Annual Meeting Planning Committee (approximately eight 1-hour calls from February - June).
- Participates in bi-monthly Healthy Food, Active Communities Council All-Member Calls (1-1.5 hour/every other month) and Chair's calls. (1 hour/month; approximately 8-10 months/year)
- Serves on ASPHN Board of Directors (BOD). (1.5 hour/month)
    - Secondary council vote on ASPHN BOD in absence of Chairperson.
    - Two days plus travel time to attend the Mid-Year ASPHN Board Meeting, when held.
    - Three to five days plus travel time to attend the ASPHN Annual Meeting, when held.
- If needed, may review board reports. (.25 hour/month)
- Participates in 2-3 Healthy Food, Active Communities Council sponsored webinars. (1 hour each)
- Participates in activities and projects identified by the Healthy Food, Active Communities Council. (TBD)
- Follows the "Guidelines for How We Work Together" and helps others to do so.

Healthy Food, Active Communities Council Chairperson (automatic transition for 1-year term)
Approximate time commitment: 4-5 hours/month

- Chairs the Healthy Food, Active Communities Council.
- Oversees development and achievement of the Council's annual workplan.

- Leads Council's bi-monthly All-Member meeting (1 ½ hour / month) and Chair's call (Chair, Chair-Elect, Past-Chair and Consultant) (1 hour / 8-10 months / year)
- Works with ASPHN Consultant to develop All-Member and Chair's call meeting agenda and notes.
- Works with ASPHN Consultant to prepare monthly board reports. (.5 hour)
- Serves on the ASPHN Board of Directors (BOD). (1.5 hour/month)
    - Primary council vote on ASPHN BOD.
    - Two days plus travel time to attend the Mid-Year ASPHN Board Meeting, when held.
    - Three to five days plus travel time to attend the ASPHN Annual Meeting, when held.
- Leads and provides speaker introductions for 2-3 Healthy Food, Active Communities Council sponsored webinars. (1 hour each)
- Participates in activities and projects identified by the Healthy Food, Active Communities Council (TBD)
- Represents the Healthy Food, Active Communities Council on the ASPHN Admin and Finance Committee.
- Follows the "Guidelines for How We Work Together" and helps others to do so.

Past Healthy Food, Active Communities Council Chairperson (automatic transition for 1-year term)
Approximate time commitment: 4-5 hours/month

- Represents the Healthy Food, Active Communities Council on the ASPHN Governance Committee. Duties include:
    - Participates in Governance Committee calls. (1 hour/month)
    - Recruits candidates for the position of Chairperson Elect of the Healthy Food, Active Communities Council on the ASPHN ballot for the Annual Election. (TBD)
- Participates in bi-monthly Healthy Food, Active Communities All-Member Calls (1 ½ hour/every other month) and Chair's calls. (1 hour/month; approximately 8-10 months/year)
- Participates in 2-3 Healthy Food, Active Communities Council sponsored webinars. (1 hour each)
- Performs the duties of the Chair when Chair and Chair-Elect are not able.
- Serves as needed and as time allows in committee or mentoring roles.
- Participates in activities and projects identified by the Healthy Food, Active Communities Council (TBD)
- Follows the "Guidelines for How We Work Together" and helps others to do so.

ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

ASPHN Governance Committee Elected Member

The three Governance Committee Elected Members serve on the ASPHN Governance Committee. The term of these positions is one year and begins August 1 of the year elected. These positions are not voting members of the Board of Directors.

The Governance Committee is responsible for ongoing review and recommendations to enhance the quality of the ASPHN board of directors. It also is responsible for preparing the ballot for the annual elections.
The Governance Committee Elected Members serve on the committee along with a Director at Large, the Past President, the Fruit and Vegetable Nutrition Council Past-Chair, Maternal Child Nutrition Council Past-Chair, and the Healthy Food Active Communities Council Past-Chair.

The Governance Committee takes the lead in succession planning and preparing for future board leadership. This includes working to identify potential board member candidates, exploring their interest in serving on the board, nominating candidates, and preparing the board election ballot.

The Governance Committee may also be asked to assist with Board development activities, such as participating in monthly leader orientation calls, provide mentoring opportunities to new board members by linking them with previous board members, periodically assess the board's performance, review and modify, if needed, board roles and responsibilities, and periodically review and update the Governance Committee policies and procedures.

Governance Committee Elected Members are not voting Board Directors but may participate in Board meetings and calls when possible.

ASSOCIATION OF STATE PUBLIC HEALTH NUTRITIONISTS

Position Eligibility

- Must be a General or Associate ASPHN member with state's membership in good standing (i.e., dues paid in the year prior to the term starting and continue to be paid throughout the position's term).

Time Commitment – minimum of 2 hours a month

- Monthly calls: Committee (1 hour); Board (1-1.5 hours)
- Meeting preparation work, email correspondence and assignment completion: 1-2 hours a month depending on committee work plan duties