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| **Job Title:** | Public Policy Coordinator (PPC) | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Four years:  Year 1,2 – State Policy Representative  Year 3,4 – Public Policy Coordinator; Advocacy Pillar Chair | **Member, Executive Committee:** | Yes |
| **Route to Office:** | Elected | **Voting Member of the Board:** | Yes (PPC and pillar chair) |
| **Accountable To:** | President, UAND Board of Directors | | |

**Position Purpose**

Monitor state and federal legislative actions that may impact the profession and plan and direct Association legislative and public policy actions.

**Priority Job Responsibilities**

This section outlines the most important duties of this position. These responsibilities must be performed in order to maintain reasonable functioning of the organization. The incumbent must find a replacement to fulfill the responsibility whenever she/he is unable to carry out the designated responsibility:

* Coordinate Nutrition and Dietetic Advocacy Summit experience for Utah RDNs and NDTRs. This includes setting up appointments and preparing Utah-specific information to make cases to representatives.
* Communicate federal and state public policy issues to UAND members. Encourage and organize necessary action to take place.

**General Job Responsibilities**

**Job Function – Board**

1. Attend orientation and quarterly Board of Directors meetings.
2. Participate in monthly executive committee meeting.
3. Meet with predecessor for overview duties, organize and lead policy team planning meeting and submit annual budget by first board meeting of the new fiscal year.
4. Prepare report of year's activities for Annual Meeting with input from the Advocacy Pillar.
5. Coordinate the selection of a recipient for public policy award at the annual meeting.
6. Build public policy committee with representatives from each congressional district. These members are known as Dietitian Legislative Ambassadors.
7. Complete strategic plan responsibilities.

**Job Function – Lead Nutrition and Dietetic Advocacy Summit (NDAS)**

1. Lead efforts in preparation for NDAS by scheduling meetings with Utah Congressional leaders.
2. Attend Academy webinars related to NDAS. Lead NDAS state tables for strategy and training. Report outcomes of meeting to board and membership through appropriate forum (meeting, Update, etc.).
3. Coordinate attendance at NDAS for the PPC and the State Policy Representative (SPR).

**Job Function – Legislation Education**

1. Become familiar with pertinent, pending and existing legislation and public policies with the state and federal government (the PPC focuses more on national legislation; the SPR focuses on state legislation).
2. Keep membership informed regarding legislative and public policy activities to state meetings, the Update, e-mail, UAND website etc.
3. Increase the awareness of members for the need of involvement in the political process.
4. Educate members on the role of ANDPAC and encourage member support of ANDPAC activities.

**Job Function – Maintain Grassroots**

1. Direct the development and maintenance of a grassroots organization.
2. Organize and mobilize grassroots organization to become involved in federal policy issues. Respond to Academy action alerts by mobilizing grassroots.

**Job Function – Legislation Monitoring**

1. Work closely with the SPR, State Regulatory Specialist (SRS), Lobbyist (in the years that UAND retains the services of a lobbyist), and other members of the Advocacy Pillar to monitor legislation, position the Association on issues and present testimony on legislative initiatives as needed.

**Job Function – Legislative Advocacy**

1. Work closely with the presidency member for approval/coordination of legislative action and financial obligation.
2. Collaborate with the Lobbyist, SRS, and SPR to strategize and implement lobbying activities.
3. Serve as a liaison with the Academy’s PIA (Policy, Initiatives, and Advocacy) team to assure that affiliates have current Academy stances in hand as they begin issues work.
4. Facilitate communication and consultation between the Academy and its subunit volunteers.
5. Establish and/or maintain communication network of key people in practice areas.
6. With other members of the Advocacy Pillar, function as a liaison to members in key state administrative positions (education, public health, welfare, etc.) regarding policies and legislation affecting nutrition programs.
7. Coordinate with Advocacy Pillar to facilitate communication with other allied organizations for legislative action.
8. Provide pertinent information to legislators to assist in their informed decision making.
9. Report to the Academy liaison for legislation and public policy and state legislative activities and/or needs.

**Job Function – Advocacy Pillar Chair**

1. Maintain communication among advocacy pillar chair members.
2. Be prepared at Board of Directors meetings and Executive Committee meetings to report activities of advocacy pillar chair members.

**Job Qualifications**

**Minimum**

Must be:

1. A Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) and member of the Academy of Nutrition and Dietetics (AND) and UAND.
2. An excellent communicator with customer service skills.
3. An excellent leader, with public speaking skills.
4. Able to work independently with very little supervision, meeting deadlines and goals as required.

**Preferred**

1. Educational background or previous experience in leadership position (directing committees within UAND).
2. Experience in public policy.
3. Experience on the UAND board.

**General Physical Demands and Working Conditions of Job**

1. Must be able to work effectively under high stress conditions.
2. Must be able to spend appropriate time on legislative and UAND activities.