

Iowa Consultant Dietitians in Health Care Facilities Job Description

Title: Newsletter Coordinator

Elected/Appointed: Hired by ICD-HCF Board

Term of Office: Reviewed annually by the ICD-HCF Board

Voting Position: No

Prerequisite: Experience in publications preferred

Duties and Responsibilities:

1. Solicits information for the Bulletin from the Board, Council and General Membership. Sends deadline reminders to all regular Bulletin contributors.
2. Collects, edits, organizes and writes articles/materials for the newsletter. Proofreads and edits rough draft. Approves final draft for placement on the ICD-HCF web site and sends to the Iowa Dietetic Association webmaster.
3. Mails the final newsletter to those ICD-HCF members who have chosen this format.
4. Prepares the final newsletter draft for electronic distribution to the membership.
5. Submits expenses to the treasurer for reimbursement at least quarterly.
6. Submits estimated annual expenditures to the Treasurer for inclusion in the annual budget proposal. Monitors expenses and presents periodic updates to the Council or as requested.
7. Regularly checks the ICD-HCF editor e-mail for member communications
8. Maintains a file of forms, formats, publishing information, etc. for reference by future Editors
9. Attends, reports at, and participates in ICD-HCF Council meetings as scheduled.

Knowledge, Skills, and Abilities:

Experience as a consultant dietitian preferred

Current membership in the Iowa Consultant Dietitians in Health Care Facilities (ICD-HCF).

Maintains dietetic registration, American Dietetic Association membership, and licensure in the State of Iowa.

Knowledgeable of current practice issues related to the consultant dietitian's role.

Able to solicit and assimilate information from all resources available

Adheres to publication deadlines established by the Board

Experience in e-formatting preferred to prepare the newsletter in electronic format

ICD-HCF Responsibilities:

ICD-HCF board will negotiate the stipend amount for the editor annually, consistent with the annual budget

ICD-HCF treasurer will be responsible for paying the editor stipend on a quarterly basis