



BOARD & COUNCIL

OPERATIONAL MANUAL

JUNE 1, 2007- MAY 31, 2008

Iowa Dietetic Association
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IOWA DIETETIC ASSOCIATION POLICY & PROCEDURE MANUAL OUTLINE

- I. Iowa Dietetic Association Leadership Directory
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Revised 05/07

The Iowa Dietetic Association

BY LAWS

Revised November 14, 1996

Amended November 13, 1997

Amended October 29, 1998

Amended November 13, 2001

THE IOWA DIETETIC ASSOCIATION

BYLAWS

Article I - Name

This Association will be known as THE IOWA DIETETIC ASSOCIATION, Inc., also known as "IDA".

Article II - Membership

Section 1. Membership in this Association will be limited to members of the American Dietetic Association whose official mailing address is Iowa or designated affiliate is listed as IDA. The membership classifications shall be those outlined in Article II of the American Dietetic Association Bylaws.

Section 2. The current list of members of the American Dietetic Association designating Iowa as their affiliate will be the official membership list of this Association for all purposes.

Section 3. All members of this Association have the rights and privileges as set forth in Article II of the American Dietetic Association Bylaws, and will have the corresponding rights and privileges in the conduct of business of IDA.

Section 4. All members whose ADA dues are not in arrears will receive IDA publications.

Article III - Fiscal Year

The fiscal year of IDA will be determined by the ADA Board of Directors.

Article IV – Board of Directors

Section 1. General Powers: Unless otherwise provided in these bylaws, the affairs of IDA shall be managed by and under the direction of its Board of Directors.

Section 2. Composition of the Board of Directors: The board of directors of the IDA will consist of the President, President-elect, Immediate Past President, Delegate, Secretary-Treasurer, Council Chairperson on Professional Issues and Nominating/Governance Chairperson, and Meeting Chairperson. Board of Directors will be active or retired members eligible to hold elected office of the Association. Board of Directors will be nominated and elected as outlined in Article X. Board of Directors will only hold one office at a time in IDA.

a. President: The President will serve for one (1) year.

- b. President-elect: The President-elect will serve for one (1) year and will then automatically become President of the Association.
 - c. Immediate Past President: Will serve for one (1) year following their term as President.
 - d. Secretary -Treasurer: The Secretary-Treasurer will serve for two (2) years.
 - e. Delegate: Any member who meets the following criteria may be elected as a delegate: has been a member of The American Dietetic Association for three (3) consecutive years preceding the term as delegate; and served as past president of IDA. The delegate will be elected for a three (3) year term and may be re-elected for one additional term. If a delegate is unable to fulfill the duties of the office, the Board of Directors will appoint an alternate delegate having the same qualifications as the delegate. Delegates or alternate delegates must be present in person at meetings of the House of Delegates. If there is more than one Delegate, the Delegate with the most seniority as Delegate for this Association will be the Chair Delegate. Delegates will take office at the time the national elected officers assume their offices.
 - f. Council Chairperson on Professional Issues: Serves one (1) year as chair elect before progressing to chair position.
 - g. Nominating/Governance Chairperson: Serves for a three (3) year term, progresses to chair in the third year of service as a member of the nominating committee.
 - h. Meeting Chairperson (Member at Large): Serves one (1) year as chair elect before progressing to chair position.
- Section 3. Term of Office: The term of office for the elected officers of the Board of Directors will be as outlined in Article V.
- Section 4. Vacancies: Vacancies on the Board of Directors will be filled as hereinafter provided in Article X, Section 4.
- Section 5. Special Meetings: The president or any two or more board members may call special meetings of the Board of Directors.
- Section 6. Meetings: A minimum of two Board and two Board and Council meetings will be held in the format determined by the President and President-elect.
- Section 7. Notice of Meetings: Notice of regular or special meetings shall be given at least five days previous thereto by mail, fax, e-mail or telephone to each director. The business to be transacted at, and the purpose of, any special meeting of the Board of Directors shall be specified in the notice of such meeting.
- Section 8. Quorum: At all meetings of the Board of Directors, two-thirds (2/3) of the voting members of the Board of Directors will constitute a quorum, and no act will be valid or binding unless passed by an affirmative vote of the majority of the voting members present. If a vote is required when the Board of Directors is not in session, the President may obtain a vote by contacting all members of the Board of Directors by mail, fax, e-mail, or by telephone. The vote will be confirmed in writing, e-mail or fax by all voting members, and no act will be valid or binding unless passed by an affirmative vote by the majority of those voting.

Section 9. Compensation: The Board of Directors and officers of IDA shall have no authority to establish compensation for services to IDA as an officer; except the Board of Directors may establish and pay compensation to the Executive Director for services to IDA. An officer may be paid their expenses related to the duties of their office. This section shall not preclude any director from serving IDA in any other capacity and receiving compensation for such services.

Article V - Other Elected Officials

Section 1. Elected Officials: The elected officials of the Association will consist of the Council on Professional Issues elect, Nominating/Governance Committee chair-elect, and Meetings chair-elect. Elected officials will be nominated and elected as outlined in Article X. Officials will hold one office at a time in the IDA.

- a. Council Chairperson on Professional Issues – Elect: The Council Chairperson on Professional Issues will serve for one (1) year and then automatically become Chair, Council on Professional Issues.
- b. Nominating/Governance Chairperson – Elect: The Nominating/Governance Chairperson is an Active or Retired member eligible to hold elected office of the Association. The Nominating Chairperson- Elect will be elected each year for a three (3) year term.
- c. Meeting Chair – Elect: The Meeting Chair Elect (formerly member-at-large) will serve for one (1) year and then automatically become Meetings Chair.

Article VI – Council

- Section 1. Composition:
- a. This body will consist of the members of the Board of Directors and may include the following representatives:
 - (1) Chair-elect, Council on Professional Issues
 - (2) Presidents, District Dietetic Associations
 - (3) Chairs, Affiliate Dietetic Practice Groups
 - (4) Bulletin Editor
 - (6) Membership Coordinator
 - (7) Chair, Continuing Education/Registration
 - (8) Co-Chairs, Legislative Information/Public Policy
 - (9) Chair, Publications Committee
 - (10) Media Representatives
 - (11) Co-Chairs, Marketing & Outreach
 - (12) Liaisons to allied health organizations as designated by Board of Directors
 - (13) Reimbursement Representative
 - (14) Chair, Scholarship/Awards
 - (15) Foundation Chair
 - (16) Internet Committee Chair
 - (17) Licensure Liaison
 - (18) Others as designated by the Board of Directors

- Section 2. Duties: The Council will:
- a. Implement the strategic plan of the Association.
 - b. Review reports of standing and special committees and make recommendations for action to the Board of Directors.
 - c. Serve as a forum for discussing issues determined by the Board of Directors.
 - d. Serve as a liaison and communication link between the organized elements of the Association and the general membership.
 - e. Solicit sentiments of the membership on selected national issues upon request of the Delegate(s).

Section 3. Meetings: A minimum of two (2) regular meetings will be held at such time and place as will be determined by the President and President-elect.

Section 4. Appointments: Standing committee appointments will be made as needed annually by the President-elect of the Association except as otherwise noted in these bylaws. Vacancies will be filled by appointment from the President of the Association.

Article VII - Standing Committees

Section 1. Composition: Standing Committees will consist of the following appointed representatives with term limits according to the position description in the Association Procedure Manual.

- a. Scholarship/Awards Committee
 - (1) Composition: The committee will consist of three (3) members, each serving a three (3) year term. One member will be appointed annually. The senior member will serve as chair.
 - (2) Duties: The Committee will:
 - (a) Request nominations for student scholarships and recognized Association members.
 - (b) Select scholarship and award recipients.
- b. Teller's Committee
 - (1) Composition: The committee will consist of three (3) members, including a chair, appointed annually by the President of this Association.
 - (2) Duties: The committee will:
 - (a) Receive and tally ballots for elected officers and officials from the membership.
 - (b) Report election results to the Nominating Committee Chair.
- c. Finance Committee
 - (1) Composition: The Secretary/Treasurer of this Association will chair this committee. The President and President-elect will serve on this committee.
 - (2) Duties: The committee will:
 - (a) Plan the annual budget.
 - (b) Review expenses.
 - (c) Make recommendations to the Board of Directors on policies for future expenditures.

- d. Publications Committee
 (1) Composition: The committee will consist of one (1) Chair, appointed by the President of this Association, one (1) liaison to Iowa State Press, two (2) Members-at-Large, two (2) members from the Iowa Consultant Dietitians in Healthcare Facilities Practice State Press. Group, and one (1) representative from Iowa
- (2) Duties: The committee will:
 (a) Review all publications each year, determine updates, revisions, and cancellations.
 (b) Coordinate editor and author recruitment and retention.
 (c) Develop, maintain, and participate in marketing functions.

- d. Continuing Professional Education Committee
 (1) Composition: The committee will consist of one (1) Chair, appointed by the President-elect of this Association, and at least two (2) committee members from the general membership.
- (2) Duties: The committee will:
 (a) Coordinate with the Commission on Dietetic Registration.
 (b) Screen state educational programs and assign continuing education credit.

Section 2. Appointment: Standing committee appointments will be made as needed annually by the President-elect of the Association except as otherwise noted in these bylaws. Vacancies will be filled by appointment from the President of the Association.

Section 3. Other Committees: Special and ad hoc committees may be formed as deemed necessary by the Board of Directors.

Article VIII - Affiliation

Section 1. Governing Body of the American Dietetic Association: This Association will be represented in the Governing Body of the American Dietetic Association in accordance with the Bylaws of the American Dietetic Association.

Section 2. Affiliated District Associations: Only members of the American Dietetic Association may be members of affiliated district dietetic associations. Associations may be formed within the State of Iowa with the approval of the Board of Directors of IDA and may incorporate. Each affiliate district association will adopt bylaws that are consistent with the IDA Bylaws. These bylaws will be submitted for approval to the Board of Directors of this Association. Affiliated District Associations will maintain finances and liability status separately from this Association. IDA will not be liable for programs, finances, or any activities of Affiliated District Associations.

Section 3. Affiliated Dietetic Practice Groups: Only members of the American Dietetic Association may be members of Affiliated Dietetic Practice Groups of the

Association. Dietetic Practice Groups may be formed within the State of Iowa with the approval of the Board of Directors of IDA and may incorporate. Each Practice Group will adopt Standing Rules. Standing Rules will be submitted for approval to the Board of Directors of the Association. Affiliated Dietetic Practice Groups will maintain finances and liability status separately from this Association. This Association will not be liable for programs, finances, or any activities of Affiliated Dietetic Practice Groups.

Article IX - Association Meetings

- Section 1. Annual Meeting: There will be an Annual Meeting of the members of the Association, except in case of an emergency declared by the Board of Directors, for the purpose of presenting to the membership the annual reports of the Board of Directors and other members of the Council and for the transaction of business. The date of the meeting will be approved by the Board of Directors. Written or printed notice of the meeting stating place, date, and hour of the meeting will be sent to each member of IDA no less than thirty (30) days prior to the date of said meeting.
- (a) Registration Fee: All members of the Association attending the Annual Meeting will pay a registration fee as approved by the Board of Directors, notice of which will be included in the notice of the meeting.
- Section 2. Additional Meetings: Other meetings of the members may be called by the Board of Directors. Written or printed notice of said meeting stating place, date, hour, and purpose thereof will be sent to each member of IDA not less than fifteen (15) days prior to the date of said meeting.
- (a) Registration Fee: All members of the Association attending the meeting will pay a registration fee as approved by the Board of Directors, notice of which will be included in the notice for the meeting.
- Section 3. Quorum: At all meetings of the members, fifteen (15) percent of the total membership who are eligible to vote will constitute a quorum for the transaction of business. No act of the members will be valid unless passed by an affirmative vote of the majority of voting members present.

Article X - Nominations and Elections

- Section 1. Nominations:
- a. Only Active and Retired members eligible to hold elected office may hold IDA office.
 - b. No person will hold more than one elected office in IDA simultaneously.
 - c. The Nomination/Governance Committee will solicit and review nominee recommendations from the membership prior to designating candidates for elected office.
 - d. The Nominating committee will designate a slate of candidates for office. At least one (1) and preferably two (2) candidates for each office.
 - e. A written report of nominations will be sent to the Board of Directors at least thirty (30) days prior to the IDA Annual Meeting.

- Section 2. Elections: All elections will be by majority vote. If there is a tie vote which continues to occur after a recount of valid ballots, a flip of the coin will be used to determine the winner. The Teller's committee will count the ballots. Officers will assume their positions on the first day of fiscal year following their election.
- Section 3. Re-election: All Board of Directors and Council members will be ineligible to serve more than two (2) consecutive terms in the same office.
- Section 4. Vacancies: If any of the following offices become vacant for any reason the unexpired term will be filled in the following manner:
- a. President: The President-elect will succeed to the office of President and will complete the unexpired term, then serve the elected term of President.
 - b. President-elect: A special election by the membership will be conducted.
 - c. The Board of Directors will appoint a successor to fill any unexpired term for other officers except when the office is followed by the elect-position.
 - d. Should the offices of President and President-elect both become vacant at the same time, a special election by the membership will be conducted at the earliest possible date. In the interim the Delegate will serve as President.
- Section 5. Removal From Office: An elected or appointed officer can be removed by an affirmative vote by the majority of the Board of Directors at an official meeting.

Article XI - Indemnification of Officers

Indemnification. IDA will indemnify all officers of IDA to the full extent permitted by the Volunteer Protection Act of the State of Iowa and may indemnify other persons acting for and on behalf of IDA. IDA may purchase insurance to indemnify officers of IDA and other persons determined by the IDA Board of Directors.

Article XII – Books, Records

IDA will keep books and records of account. It will also keep minutes of the proceedings of its members and Board of Directors. The names and addresses of members entitled to vote shall be maintained at the principle office of IDA. The Association seal shall have inscribed thereon the name of the association and the words, “ Corporate Seal, Iowa”. The Seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any other manner reproduced, provided that the affixing of the corporate seal to an instrument shall not give the instrument additional force or effect, or change the construction thereof, and the use to the seal is not mandatory.

Article XIII - Dissolution

- Section 1. On the dissolution of IDA, the Board of Directors, after paying or making provisions for payments of all the liabilities of IDA, will dispose of all of its assets exclusively for charitable, educational, or scientific purposes as will at the time qualify as an organization or organizations exempt under Section 501 (c) (6) or 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United State Revenue Law) as the Board of Directors will determine.

Section 2. No part of the net earnings of the IDA will inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Association will be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in the IDA Bylaws. Notwithstanding any other provisions of the Articles in these Bylaws, the Association will not carry on any activities that are not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (c) (6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United State Revenue law).

Article XIV - Amendments

These Bylaws may be amended by the affirmative vote of two-thirds (2/3) of the members with voting privileges of members present in person or by proxy at any annual or other meeting of the members, provided that written notice containing the proposed amendment will be given to the voting members of IDA not less than fifteen (15) days before the meeting at which the amendment is offered. Amendments may be voted by mail provided the notice is given, as stated, of not less than fifteen (15) days prior to the date on which the ballots are to be counted and will be amended by a two-thirds (2/3) affirmative vote of the ballots returned

SUBJECT: District Alignments

EFFECTIVE DATE: 6/00

POLICY:

District Associations may be formed within the State of Iowa with the approval of the Board of Directors of this Association.

PROCEDURE:

1. Members of The American Dietetic Association may be members of affiliated district associations. Members of state dietetic associations are members of district associations based on geographical area and dues payment.
2. The affiliate association governing board defines the boundaries of district associations and determines the criteria for organization and maintenance of district associations.
3. The structure of district associations and their governing documents are to be compatible with the structure and bylaws of the affiliate and national association.
4. District presidents/chairs are nonvoting members of the Iowa Dietetic Association Council.
5. Affiliated district associations maintain finances and liability status separately from the State Association.
6. The State Association will not be liable for programs, finances, or any activities of affiliated district associations.
7. The 12 district associations in the Iowa Dietetic Association are detailed on the following pages.
8. The names of current district association presidents/chairs may be found with the Iowa Dietetic Association Board and Council Listing.

**IOWA DIETETIC ASSOCIATION
DISTRICT ASSOCIATIONS**

DISTRICT NAME	COUNTIES INCLUDED	
Central Iowa District Dietetic Association (1)	Boone Dallas Jasper Madison Marshall	Marion Polk Story Warren
Hawkeye District Dietetic Association (2)	Benton Cedar Iowa Jones Johnson	Keokuk Linn Mahaska Poweshiek Washington
Mid East District Dietetic Association (3)	Black Hawk Bremer	Butler Tama Grundy
Midwest Nutrition Team Dietetic Association (MNT) (12)	Audubon Calhoun Carroll Crawford	Greene Guthrie Harrison Sac
Mississippi Valley District Dietetic Association (4)	Clinton Jackson	Muscatine Scott
Northeast District Dietetic Association (5)	Buchanan	Delaware Dubuque
Northwest District Dietetic Association (6)	Buena Vista Clay Dickinson Ida Cherokee Monona	O'Brien Osceola Plymouth Lyon Sioux Woodbury

North Central District Dietetic Association (7)	Franklin Hamilton Hardin	Humboldt Webster Wright	Pocahontas
North Iowa District Dietetic Association (8)	Cerro Gordo Emmet Floyd Hancock	Kossuth Mitchell Palo Alto Winnebago	Worth
Southeast District Dietetic Association (9)	Appanoose Davis Des Moines Henry	Jefferson Lee Louisa Lucas	Monroe Van Buren Wapello Wayne
Southwest District Dietetic Association (10)	Adair Adams Cass Clark Decatur	Fremont Shelby Mills Montgomery Page	Pottawattamie Ringgold Taylor Union
Upper Iowa District Dietetic Association (11)	Allamakee Chickasaw Clayton	Fayette Howard Winneshiek	

5/02

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: IDA Official Stationary Use	Effective: 7/02
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POLICY: Members of the Iowa Dietetic Association Board and Council will use official IDA stationary when conducting business for the Association.

PROCEDURES:

1. Officers of the Iowa Dietetic Association will use official Association stationary when conducting business.
2. The stationary is available from the Association office by notifying the Executive Director.
3. The type of stationary available are:
 - IDA letterhead
 - IDA envelopes
 - Note cards with envelopes, size 5 $\frac{1}{2}$ x 4 inches.
 - Notepads with IDA logo.
4. The stationary is brought to each Board & Council meeting for officers to select from and take with them, thus saving postage. If needed at any other time of the year, the officer can email or call the Association office with a request and the stationary will be mailed.
5. All unused stationary should be returned to the Association office at the end of the officer's term or passed on to the following officer.
6. A stationary template with the IDA logo is also available via the computer and will be emailed to all Board and Council members at the start of their term.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Use of IDA Logo

Effective: 11/02, 4/04

POLICY: Members of the Association may use the IDA Logo in the following manner.

PROCEDURE:

1. The logo of the Iowa Dietetic Association is to be used only for official business of the Association by current members of the Board & Council.
 - a. Official IDA stationary is available from the Executive Director. Current Board & Council members are encouraged to use official stationary when conducting any IDA business.
 - b. Folded note cards with envelopes (size 4x5") are also available for thank you notes or reminders.
 - c. Board & Council members leaving office are asked to return any remaining stationary to the Executive Director or to their succeeding officer.

2. The IDA Logo should not be used by districts or individual members in their personal correspondence or advertising of a service, product or meeting.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Financial Oversight

Effective: 6/01

POLICY: The President-elect will review all financial records of the Iowa Dietetic Association at least semi-annually.

PROCEDURE:

1. The Treasurer shall pay bills from invoice or expense reimbursement forms, reconcile bank statements monthly, manage investment portfolio and prepare financial and budget reports at least quarterly. The Executive Director will maintain the balance sheet and transaction details using Quick Books to assist the Treasurer.
2. The President-elect will be responsible for oversight and review of the Treasurer's work.
3. At least semi-annually, the President-elect will conduct this review. It is recommended that this be in conjunction with the fall and spring Board & Council meetings.
4. The Treasurer will provide all bank statements, bank reconciliation statements, invoices and reimbursement requests and other financial records.
5. The President-elect will review a select portion of the above records checking such things as invoices, check endorsements, matching bank reconciliation statements to bank statements, analyzing budget status and comparing such records to prior years.
6. A written report will be provided to the Board semi-annually following the review.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Full Disclosure Policy

EFFECTIVE DATE: 10/00

POLICY:

Potential conflicts of interest, including any source of compensation related to programs or materials, will be fully disclosed in advance of any business conducted with the Iowa Dietetic Association.

PROCEDURE:

1. Sources of funding of continuing education programs and materials will be fully acknowledged in the educational handouts and materials used at these programs. No reference to specific products must be made.
2. Marketing materials for continuing education programs and materials shall indicate the sponsor or sources of funding without reference to specific products.
3. Instructors or developers of materials that receive commercial support or have other potential conflicts of interest shall disclose this information to program organizers and attendees prior to the continuing education activity. The method of notification must be made in a statement or on materials such as brochures, syllabi, exhibits, poster sessions, printed or electronic materials, as well as in post-program materials or publications.
4. Instructors or developers of materials or programs will not be required to support or promote a product or viewpoint in the content of a program or materials as a condition of financial support.
5. Representatives who are providing funding for education programs or materials will not engage in sales or promotional activities while present for the activity for which they funded.
6. Commercial promotional materials will not be displayed or distributed in the same room before, during or immediately following a sponsored educational activity.
7. Any of these procedures which come into question by a sponsor or others may be brought before the IDA Board for further clarification. The IDA Board decision will be final.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Conflict of Interest/General

Effective: 7/02

POLICY: All Board and Council members of the Iowa Dietetic Association shall avoid conflicts between their personal interests and the interests of the Association.

PROCEDURES:

DEFINITIONS:

1. Conflict of interest includes situations wherein a volunteer or staff:
 - Is involved in an IDA decision or action regarding another entity in which the member has a financial interest, is an employee, is a director or is a consultant;
 - Discloses information relating to the business of the Association which can be used by another entity.
2. This includes the member and their immediate family (defined as spouse, children, parents).
3. Other entities include any organization or individual which does business or seeks to do business with the Association or which competes with the Association in products or services.

DISCLOSURE: If a Board or Council Member is aware of any personal interest related to an issue that exists or is under consideration by the Association, the individual shall immediately and prior to the discussion about or action on the issue:

- Disclose the existence of all personal interests; and
- Abstain from voting and/or attempting to influence the decision.

The disclosure of personal interest shall be noted in the minutes of the meeting in which it is made and in the minutes of subsequent meetings at which the issue is discussed. If the individual is a voting member, the minutes will show that the individual abstained from voting.

RESOLUTION: The President, after reviewing the matter with the Executive Director, shall have final authority to determine whether a conflict of interest exists. The first attempt to resolve the conflict should be made by the board member whose jurisdiction the conflict falls. If not resolved satisfactorily, a potential conflict may be submitted to the President for resolution.

REVIEW .: Each organization unit should review this policy at its first meeting of the year.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Non Profit Status

Effective: 6/03

POLICY: The Iowa Dietetic Association is a non profit professional organization for dietetic professionals. The Iowa Dietetic Association is registered with the State of Iowa Secretary of State as a non-profit and has obtained a tax free identification number from the Internal Revenue Service.

PROCEDURE:

- 1) The Iowa Dietetic Association should not be paying sales tax in Iowa for any purchases or programs done in its name by any member of the current Board and Council doing business on behalf of the Association.

- 2) The following W9 Internal Revenue Service form must be used by any agent working on behalf of IDA to demonstrate the tax free status of the organization. The employer identification number indicates the nonprofit status of the organization.

- 3) This form can be copied or faxed to any requesting organization or business to indicate this tax free status.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Board and Council Meeting Guidelines/ Consent Agenda	EFFECTIVE DATE: 6/05
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POLICY:

The Board and Council Officers of the Iowa Dietetic Association meet regularly throughout the Association calendar year.

PROCEDURE:

1. The Iowa Dietetic Association calendar year begins June 1 and concludes May 31 of each year.
2. A Board and Council (B&C) Meeting is held late May or early June for the transfer of materials from present officers to incoming. A brief orientation is held and each new officer is given a copy of the current IDA Policy and Procedure Manual.
3. A second Board and Council Meeting is held in conjunction with the IDA Annual Meeting held in the Fall.
4. Board and Council Meetings are held at a time and place according to the discretion of the President. Notice is given at least one month in advance, but generally is noted from one Council Meeting to the next. Planning one year in advance is the goal.
5. One month prior to each B&C Meeting, the President will officially notified officers of the meeting date and location, as well as to offer a request for meeting agenda items.
6. Agenda requests identify if these are informational or will require discussion, budgetary implications and relationship to the strategic plan.
7. Council members are asked to provide all relevant information on the agenda request sheets so other officers: a) can review these in advance of the meeting, b) prepare comments or questions in advance, c) better facilitate sharing of IDA events with IDA members, and d) allows actual meeting time to be devoted to action items.
8. Meeting agenda item requests/information will be returned to the President. The President will compile these items and use to organize an agenda. The Executive Director assists with this process.
9. The meeting agenda consists of five parts: the consent agenda, items on the general agenda, project break out sessions, and the wrap -up; followed by a Board meeting.
 - a. The consent agenda consists of the overview of all reports including financial updates, minutes of the last meeting, the general agenda items which will be discussed, and all reports that were submitted and reviewed prior to the meeting. These items are considered informational only and there will be no discussion of these items unless requested by a board/council member. If such a request is made, the item will be removed from the consent agenda and added to the general agenda for discussion.
 - b. The general agenda items constitute the bulk of the meeting and are primarily major issues that relate to the strategic plan; are current projects of the Association; or are updates on issues that prepare attendees for the break out sessions. The President will determine the approximate amount of time allowed for presentation and discussion.
 - c. Project break-out sessions will vary from meeting to meeting depending on the strategic plan, current issues, etc.: possible sessions include board members meeting with their specified council members, district presidents, current work groups/committees, etc. These sessions are organized in an

- effort to receive valuable input from members and to actually work and make progress on projects that move the Association forward.
- d. Wrap-up session allows the project work groups to report on their discussion and advise the Board on the direction to be taken if a vote is required.
 - e. A Board meeting follows to review the day's discussion and set goals for the next time period.
10. The proposed agenda and all compiled reports are copied and distributed by the Executive Director no later than one week prior to the meeting.
 11. All Council members are encouraged to attend all Board & Council Meetings whenever possible. Council members will receive notification of any pertinent information concerning their position from the President. They will also receive the minutes from each meeting. They are responsible for any information from the missed meeting.
 12. Board meetings are held 3 times per year in addition to the B&C meetings. Whether these are in person or telephone conferences are at the discretion of the President.
 - a) Telephone conferences have been held in September and February for 1 hour in length at a date and time determined by the President.
 - b) A face-to-face Board meeting may be held in April, prior to the mid-year ADA House of Delegates - date and time determined by the President.
 - c) Council members who are placed on the Board meeting agenda due to the pertinence of their position to the current strategic plan and initiatives will have their mileage reimbursed to attend the Board meeting. Other Council members are welcome to attend Board meetings at their own expense.
 13. Arrangements for all these meetings are made by the President, with the assistance of the Executive Director, as needed.
 14. Strategic planning retreat is held yearly in an effort to keep the Association plan current. The new President may choose a date and time to begin their new term with the strategic plan review; officer transition takes place late May to early June. All Board and Council members are invited to attend this retreat, attendance is purely voluntary. It may be held in conjunction with the B&C transition meeting.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: IDA Annual Meeting

EFFECTIVE DATE: 5/02

POLICY:

The Iowa Dietetic Association holds a two-day annual meeting each Fall. Timing and location are determined by the Meeting Planner (member at large).

PROCEDURE:

1. The annual meeting is planned to serve the following purposes.
 - To present annual reports of the elected offices and other members of the Council to the members.
 - To transact business that requires a vote of the members.
 - To provide a continuing education opportunity for IDA members.
2. The Meeting Chair (member-at-large) is in charge of the over-all planning of the Annual Meeting. The Meeting Chair-Elect serves as Poster Session Chair of the Annual Meeting and should begin planning the meeting for the following year as soon as he/she assumes office.
3. The Meeting Chair chooses the committee to plan and implement the Annual Meeting.
4. Detailed policies and procedures including financial procedures and responsibilities of all committees are maintained in a separate IDA Meeting Manual. A copy of the IDA Meeting Manual is provided to the Meeting Chair-Elect when he/she assumes office. The Meeting Chair and the Executive Director will update the manual as needed.

SUBJECT: Legislative Information &
Public Policy Workshop

EFFECTIVE DATE: 3/03

POLICY: The Iowa Dietetic Association will sponsor a legislative information and public policy workshop in the even numbered years.

PROCEDURE:

1. The legislative & public policy committee co chairs are responsible for planning this workshop.
2. The workshop should be scheduled while the state legislature is in session; January to April.
3. The goal of this workshop is for education purposes; with plans to break even financially, rather than to generate a profit margin.
4. The following timeline is suggested for planning the workshop once a date has been selected:
 - a) 6 months before
 - Secure a location for an on-site meeting and/or begin arrangements for ICN sites (if being used).
 - Begin developing the agenda and identify topics and speakers of current interest.
 - b) 8-10 weeks before
 - Finalize program; take brochure to be printed; check with Executive Director regarding bulk mail permit stamp.
 - Request IDA mailing labels if you are going to affix or inquire if printer can do as they print brochure. Send brochures to ED to mail from bulk mail location or make arrangements with local printer or entity with bulk mail.
 - c) 6-8 weeks before
 - Mail brochures to members.
 - Submit CEU request to IDA Continuing education chair (IDA is an ADA and licensure approved provider so you do not need to submit to ADA or licensure bureau)
 - Discuss on-site catering services if needed
 - d) 2 weeks before
 - Registrations due; check registrations for membership to ensure correct payment.
 - Notify catering of registration numbers
 - Gather handouts from speakers and take handout materials to printer.
 - Produce folders with handouts, nametags and receipts, etc.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Website Management

Effective: 11/02

POLICY: The Iowa Dietetic Association will maintain a website for its members.

PROCEDURES:

1. The Iowa Dietetic Association website will be www.eatrightiowa.org and will be maintained by a contracted Webmaster (See position description or contract).
2. The content and operation of the website will be directed by the IDA website committee, consisting of five members: the Executive Director and four other committee members appointed annually by the IDA President. One of the appointed members will be designated as the chair.
 - The committee's purpose is to review and make recommendations on the content and design of the website and its operation and to monitor the actions of the webmaster.
 - The committee shall meet as needed and give a written and/or oral report to each Board & Council meeting. The committee communicates by email and phone as issues arise. The contracted webmaster will make recommendations to the committee and may/should attend the committee meetings on a nonvoting basis.
3. Portions of the IDA website will be secure - available only to IDA members. Access is identified in the IDA Bulletin: user name is first initial and last name, password is 6 digit ADA member number. The Webmaster is routinely provided with an update membership list to use in creating access to the IDA site.
4. The IDA website will be updated within 7 working days of receipt of the information by the webmaster.
5. All information submitted for posting to the website must be approved by and follow content categories as set forth by the website committee and these procedures. Information shall include the following information with the position responsible for submitting:
 - a) Board and Council names and email addresses - Executive Director
 - b) District contacts, map of the districts and district events - District Presidents by September 1st. See format for upcoming events on the website or in the IDA Procedure Manual.
 - c) IDA strategic plan and projects - President and Executive Director
 - d) ADA and other allied health information pertinent to members (includes recommended reading list, other nutrition links) - President, Delegate and ED

- e) Upcoming meetings and events (includes district meetings, other allied health events) - Executive Director
 - f) IDA Fall annual meeting information - Member at Large
 - g) IDA publications information- Publications Chair or Committee
 - h) Iowa licensure information - Licensure Liaison
 - i) Iowa legislative issues and contacts - Legislative Chairs
 - j) CPE approval/application process - CPE Chair or ED
 - k) Awards information and nomination forms - Awards Committee Chair
 - l) Job posting procedure - Website committee chair
6. Information outside these approved categories should be sent to the website committee chair and ED for approval before it can be posted by the webmaster on the website.
7. All information being submitted for posting on the website shall include the name, email, and contact number of the person making the submission . It is preferable to send the information via email as an attachment in word format (See following form that will also be on the website for your use.)
8. The web hosting company and other web operating procedures will be monitored by the webmaster and website committee chair.
9. The web committee chair will review the web site on a routine basis to ensure all information on the site is current and accurate.

SUBJECT: Job Posting

Effective: 11/05

POLICY: The Iowa Dietetic Association welcomes job available postings for placement on the website.

PROCEDURE:

- 1) Job openings may be submitted to the website by anyone.
- 2) The placement of a job opening will cost \$50 for a 30 day posting and \$30 for a 30 renewal of a current job posting.
- 3) Job postings may be paid for using Paypal or by check.
- 4) If paying with Paypal the directions are located on the IDA website - www.eatrightiowa.org. Click on the Jobline yellow bar on the left, then click on the directions for paying by Paypal. You will be entering the job information after submitting payment.
- 5) If paying by check, send the information via email using the following form to the webmaster at danmar@netins.net and Executive Director at Lursen@netins.net. The check should be sent to
Monica Lursen
27924 Butler Center Rd
Clarksville, IA 50619-9253
- 6) Job posting will be posted within 3 business days of receipt of payment
- 7) Once the job is posted, the fee will be non-refundable.
- 8) If the employer wishes to remove the job before the 30 days has expired, the employer must email the webmaster with this request.

**IOWA DIETETIC ASSOCIATION
WEBSITE REQUESTS**

The following information is being submitted for display on the Iowa Dietetic Association website, www.eatrightiowa.org. All postings are subject to website committee approval.

I. Available position/job posting: Job postings will remain on the IDA website for 30 days.

- A. Position Name _____
- B. Position Description:
- C. Contact Information
Name _____
Address _____
Email _____
Phone Number _____

II. Continuing Professional Education (CPE) Programs:

- A. Title of Program/Event:
- B. Program/Event Sponsor:
- C. Date of Event/Time/Place:
- D. Fee/#CPE Hours Offered:
- E. Presenter(s):
- F. Contact Person/ Phone # or email:

Submit this information to the IDA Webmaster at danmar@netins.net.

Name of person submitting this request: _____

Date request made: _____

SUBJECT: Board & Council Payment Requests

EFFECTIVE DATE: 10/01

Updated: 6/04

POLICY:

The Iowa Dietetic Association provides a fiscally responsible system for paying expenses incurred by its officers.

PROCEDURE:

- 1) A PAYMENT REQUEST FORM (see attached) should be completed for all expenses incurred on behalf of the Iowa Dietetic Association. This form can be duplicated; the Treasurer and Executive Director will have copies at all B&C meetings.
- 2) The payment request form asks for an account number which the B&C officer will need to identify; this allocates the expense toward the budgeted amount. Provide specific detail as to what the expense was for to ensure proper crediting to the correct budget account and for future budget planning. It is the responsibility of the officer to keep track of their individual budget. Account numbers can be found on the Profit & Loss Budget Overview.
- 3) Receipts should be included for all expenses, except mileage. If a receipt is not available, contact the Treasurer to verify the reason for the expense. Mileage is paid on the current rate paid by the American Dietetic Association.
- 4) All payment request forms should be sent to the Treasurer. The Treasurer will review and approve all requests and then pay as expeditiously as possible. The treasurer will then send all completed payment requests to the Executive Director for documentation in the Quick Books record keeping system.
- 5) For expenses requiring prepayment, contact the Treasurer if you wish to have a written check for the exact amount of the charge/fee. A bill will be requested to verify this need. Arrangements to use the IDA credit card must be made with the Executive Director. Discuss the arrangements for paying for hotel bills, travel, etc with the Executive Director if you are unable to pay for these and be reimbursed later.
- 6) In some cases, vendors may wish to bill the Iowa Dietetic Association directly; in an effort to centralize a mailing address for the association, those bills should be sent directly to the IDA Executive Director address.

IOWA DIETETIC ASSOCIATION PAYMENT REQUEST FORM

SUBJECT: Budget Preparation

EFFECTIVE DATE: 04/06

POLICY: A yearly budget is planned by the current Iowa Dietetic Association Board and Council in an effort to project monies needed to fulfill the strategic plan.

PROCEDURE:

1. The President takes the lead in identifying a date prior to the end of his/her term of office for a budget preparation meeting.
2. A budget packet is sent out to all current Board and Council (B&C) members approximately 2 months prior to this date. The packet contains a budget request form, a budget versus actual report, and a transaction detail report. The final two reports are generated by the Executive Director from the QuickBooks Pro accounting program on which IDA maintains its treasury.
3. IDA Board and Council members are given about one month to form their budget requests for the next fiscal year based upon the income/expenses their position incurred in the current year and based on their potential plans for the next year.
4. The strategic plan is an important part of the budget planning process to ensure where IDA funds are allocated to meet the goals.
5. On receipt of the budget requests, the treasurer and Executive Director will organize a proposed budget using the accounting program. This will then be resubmitted to the current and incoming Board 2-3 weeks prior to the budget review meeting. The Boards then have time to review and analyze the requests prior to the meeting.
6. All of the above planning occurs via email.
7. Following the actual budget planning meeting, the Board approved budget will be entered into the accounting program and resubmitted to all Board and Council members during the transition meeting held when the new B&C take office in late May or early June of each year.
8. The yearly budget is adhered to as much as possible during the year. The treasurer monitors monies spent by each B&C position. The Board must give prior approval to any large expenditure over the budgeted amount.

March 3, 2006

TO: Iowa Dietetic Association Board & Council

FROM: Linda Snetselaar, IDA Secretary/Treasurer
RE: 2006-2007 Budget Process

It is time to begin the budgeting process for fiscal year 2006-2007. In order to continue our dynamic organization we must determine our financial goals.

Included in your email packet are:

- Budget Request Form (**due March 31**)
- Fiscal 2005-2006 Budget Vs Actual Report as of March 3, 2006.
- Transaction Detail to Account as of March 3, 2006.
- Current Strategic Plan

Guidelines:

- The budget you are completing is for your current office or committee position. Although you may not hold this office next year, you are in the best position to estimate future expenses. Our fiscal year is June 1-May 31. Please consider the strategic plan when identifying your plans for next year. Also note the addition of account numbers that will help identify to what account each income or expense will belong.
- The Budget to Actual Report will show the total you have spent YTD. The Transaction Detail by Account Report will show you further detail. The 2005-2006 Approved Budget can be found on the Budget versus Actual Report in the column labeled budget
- Please complete the Budget Request Form and return to Linda Snetselaar, Treasurer, at email Linda-snetselaar@uiowa.edu and cc: Monica Lursen at Lursen@netins.net by March 31, 2006.
- The IDA Board will review the initial budget on April 21st. The Board & Council will review and approve a budget on June 9, 2006 at the annual B&C transition meeting in Des Moines. The strategic plan will also be revised at this meeting, so we ask that you do your best in using it for these plans. Contact Sue Clarahan (sclarahan@hotmail.com) if you have questions. Please plan on attending!

If you do not submit a budget request, there will be no money placed in your budget account For questions, contact Linda or Monica (refer to your B&C listing for contact information).

Thanks for all your hard work in making the Iowa Dietetic Association such a successful professional association!

SUBJECT: Project Action Form and Use

EFFECTIVE DATE: 7/01

POLICY: A project action plan will be written/developed at each official meeting of the Association, including but not limited to Board, Board and Council, committees and task force meetings.

PROCEDURE:

1. It is the responsibility of the secretary, Executive Director or committee/task force chair or designee to record items on the action plan form throughout the meeting that will require further action after the meeting is adjourned.
2. The secretary or designee will formalize the action plan and distribute within 10 days of the date of the meeting to all members of the group to which it pertains.
3. Each member will be responsible to complete assigned tasks within the given time frame.
4. President or chair of the committee/task force will be responsible for follow through and completion of the designated actions.

	PROJECT & / or Motion	WHO IS RESPONSIBLE	BY WHEN	DATE COMPLETED

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Meeting Motion Form and Use

EFFECTIVE DATE: 5/02

POLICY: A meeting motion form will be used at all meetings for the recording of written motions by the person making the motion.

PROCEDURE:

1. The secretary or Executive Director will provide meeting motion forms (as attached) to be used at all meetings of the Association.
2. The purpose of the motion form is to give the person making a motion the opportunity to record in their own words the content of the motion.
3. This provides the secretary with actual documentation of the motion, who presented it, who seconded it and the resolution of the motion.
4. This also allows ease of rereading the motion for the other members present.
5. The last item on the motion form indicates the need for inclusion on the action plan.
6. The completed motion forms will be kept with the secretary's actual minutes of the meeting to which they pertain.



iowa dietetic association

“YOUR LINK TO NUTRITION & HEALTH”

MEETING MOTION FORM

Meeting Where Motion Presented _____

Date _____

Motion Presented By _____

Actual Written Motion

Seconded By _____

Motion Approved / Not Approved

Action Plan Needed _____

Our Mission
The Iowa Dietetic Association:
Leading the future of dietetics.

IDA Nominating Committee Procedures

<p>2006-2007 Committee</p>	<p>Chair: Barb Fuller, MA, RD, LD 712/623-7234 bfuller@mcmh.org</p>	<p>Members: Renee Sweers, RD, LD Kathy Moen, RD, LD</p>
<p>2008 Ballot positions</p>	<ul style="list-style-type: none"> • President-Elect • Delegate Elect • Member-at-Large Elect • Council on Professional Issues Chair-Elect • Nominating Committee 	

Timeline

Month	Activity
February 1	Place a call for candidates in <i>The Bulletin</i>
February	Nominating chair and chair elect meet with President, President-Elect and Executive Director to develop a coordinated plan for filling Board, Council and Liaison positions
March-April	<ul style="list-style-type: none"> • Meet with nominating committee – review responsibilities and assign tasks • Identify teller committee • Request IDA member list from Executive Director • Access current position descriptions on line or in current year procedure manual
April – July	<ul style="list-style-type: none"> • Nominating committee solicit candidates • Nominating chair will send application and position description to candidates • Develop profile sheet and ballot
May 1	Place a call for candidates in <i>The Bulletin</i>
August 1	<ul style="list-style-type: none"> • Re-verify that all candidates have renewed membership • Review slate of candidates by the Board • Submit candidate profiles to <i>The Bulletin</i> editor

Continued on next page

IDA Nominating Committee Procedures, Continued

Month	Activity
September	<ul style="list-style-type: none"> • Draft ballot and profile sheet • Review by Executive Director (bulk postage, return mailing address, etc.) • Contact Member-at-Large to ensure available table at conference and exhibit assistance from dietetic interns/students • Arrange for door prize if this method is used at Fall meeting voting booth
October	<ul style="list-style-type: none"> • Present ballot to IDA Board (1 month prior to conference) • Print only small number of ballots and profile sheet for members not wishing to vote on line • Work with Bulletin editor & Webmaster for the on line voting process • Print exhibit materials • Arrange display board with Executive Director
November	<p><u>Pre-conference</u></p> <ul style="list-style-type: none"> • Arrange for current member labels to be run by Executive Director <p><u>Conference</u></p> <ul style="list-style-type: none"> • Set up and man (with students/interns) election exhibit • Chair announces candidates at annual meeting • Announce winner of door prize at end of conference <p><u>Post-conference</u></p> <ul style="list-style-type: none"> • Any completed paper ballots will be given to Teller Committee • Postcards will be prepared by ED to remind those not voting at Fall meeting of the availability of on line voting • Provide extra ballots, profiles and remaining labels to Executive Director. ED will mail any requested paper ballots • Give display materials to nominating committee chair-elect
December 12	Deadline for ballots (about 3-4 weeks after Fall meeting)
December	<ul style="list-style-type: none"> • Mailed ballots to Teller Committee • Tally ballot • Send thank you notes to all candidates
February 1	<ul style="list-style-type: none"> • Announce new Board positions to Board and Council • Post new Board positions in <i>The Bulletin</i>

Continued on next page

IDA Nominating Committee Procedures, Continued

Electronic files

The following electronic files are needed for the nominating process:

- Letter to candidate
- Candidate application form
- Position descriptions
- Ballot
 - 8.5 x 11
 - Double-sided, self-mailer with Teller's address
- Profile sheet
 - Whatever works best to contain the information
 - Double-sided, self-mailer for mailing to IDA member
- Sign
- Instruction sheet
- Individual profiles
- Laptop computer(s) with wireless access capability
- Ballot box
- Door prize
- IDA member labels
- Small pieces of paper to put labels on for door prizes

Conference display materials

\$500 has been budgeted for printing and mailing costs related to nominations.

Budget

Voting procedure

The following steps outline the voting procedure at the annual conference.

Step	Action
1	Find the members name in the list of IDA member labels. This is to verify current membership status of each individual. Only members are allowed to vote. Or for the online system, only members names are entered into the web site member only access when they do on line voting.
2	Remove address label and affix to small piece of paper for drawing if a door prize drawing is included for voting
3	Assist members with the online process
4	Introduce candidates to the membership at the meeting at a time convenient for them and the program committee.
5	Paper ballots are available for those members not comfortable with the online system. Nominating committee members will assist them and ensure confidentiality of the completed ballot before it is given to the teller committee.

Continued on next page

IDA Nominating Committee Procedures, Continued

Step	Action
6	At the end of the second day, draw one name from those voting to receive the door prize – door prize winners must be present to win.
7	Dismantle display
8	Give any completed paper ballots to Teller.
9	Provide remaining labels, ballots and profiles to Executive Director to prepare for mailing. The remaining labels will be placed on a postcard reminder to members who have not voted.



[Date]

Dear [Name]:

On behalf of the Nominating Committee, thank you for considering a leadership position on the Iowa Dietetic Association Board. Leadership is the ability to inspire and guide others toward building and achieving a shared vision. IDA leaders shall model the way with a mindset for transformation, innovation, invention, adaptability, empowerment and risk taking. This leadership mindset will enable IDA and its members to embark on a path toward a successful future.

Dietetic professionals are empowered with the following leadership skills:

Personal

- Is visionary
- Values and supports inclusivity
- Has a good sense of humor

Leadership

- Committed to IDA's mission and vision
- Understands the value of partnerships
- Has access to and ability to use technology for communication

Interpersonal

- Communicates effectively orally and in writing
- Is a mentor

Please email a completed 2008 Leaders of Tomorrow Ballot Profile Request and a personal digital photo to Barb Fuller, MA, RD, LD, Nominating Committee Chair, bfuller@mcmh.org by July 15, 2007. If you have any questions, please contact a member of the nominating committee.

Sincerely,

Barb Fuller, MA, RD, LD
712/623-7234
bfuller@mcmh.org

Renee Sweers, Committee Member
Kathy Moen, Committee Member



iowa dietetic association

“YOUR LINK TO NUTRITION & HEALTH”

2008 Leaders of Tomorrow Ballot Profile Request

Name:
Credentials:
Mailing address:
City, State, Zip:
Home phone:
Work phone:
Email address:
Fax:

Board Position Applying For

- | | |
|------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> President-Elect | <input type="checkbox"/> Council on Professional Issues Chair-Elect |
| <input type="checkbox"/> Member-at-Large Elect | <input type="checkbox"/> Nominating Committee |
| <input type="checkbox"/> Delegate Elect | |

Background Information

Present Position and Title:

Previous Positions:

Education (formal/informal):

Professional Activities:

My Goals and Vision for IDA:

Please email completed form and a personal digital photo to Barb Fuller, MA, RD, LD, Nominating Committee Chair, by July 15, 2007 at bfuller@mcmh.org

Thank you for being a future IDA leader.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: District President Incentives

EFFECTIVE DATE: 04/06

POLICY:

Members currently serving as District Presidents are offered financial incentives to attend Iowa Dietetic Association events.

PROCEDURE:

1. Mileage to and from Board and Council meetings are the only reimbursement available to District Presidents.
2. In an effort to encourage attendance by District Presidents at Board and Council meetings, an incentive program was initiated to encourage and reward their attendance.
3. \$50 will be paid to any current District President who attends the Fall meeting of the Board and Council and part or all of the Fall Annual Meeting.
4. The current IDA President checks with the Executive Director on the attendance of the District Presidents and then provides the Treasurer with the names of the District Presidents who should receive the incentive.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Executive Director Office Hours/Duties

Effective: 7/01

POLICY: The Executive Director (ED) of the Iowa Dietetic Association will be available to assist members of the Association.

PROCEDURES:

1. The position of Executive Director of the Iowa Dietetic Association is a part time position with monthly hours set per contract and in agreement between the ED and the IDA Board.
2. See the position description for the Executive Director for specific roles and responsibilities.
3. To facilitate availability of the ED to all members of the Association, the current access methods are in place:
 - a. E mail of lursen@netins.net - email is checked daily usually in the early morning or evening; whenever possible the email is answered within 24 hours
 - b. Phone messages at 319/885-6557 are checked daily and answered as close to within 24-48 hours as possible. There are occasions when the ED will wait until the next office day to return a call.
 - c. A fax machine is available at 319/885-6558; responses will be sent within 24 hours.
 - d. To reach the ED in person and for immediate response, scheduled office hours will be held most Fridays, from 9 a.m. until 2 p.m.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Bulk Mail Protocol

Effective: 7/02

POLICY: The bulk mail permit is managed by the Executive Director of the Iowa Dietetic Association. All large mailings that fit into bulk mail criteria must use bulk mail in a cost savings effort.

PROCEDURES:

1. The bulk mail permit is currently located out of the Shell Rock, Iowa Post Office and is #3.
2. The bulk mail permit cannot be loaned or given to any other entity not associated with IDA. Materials using the Association permit must be physically mailed from this Post Office.
3. A practice group of the Iowa Dietetic Association is eligible to use the bulk mail following these guidelines: arrangements are made with the ED and reimbursement will be made to IDA as soon after the mailing as possible.
4. Materials can be mailed in a bulk mailing from another location if the bulk mail permit has been reassigned to another location's bulk mail permit; such as to a mail house or another entity that has a bulk mail permit. These arrangements must be made with the Executive Director.
5. Material wishing to be mailed by a Board or Council member must be previewed by the Executive Director and the local Postmaster to ensure that it meets the bulk mail permit rules. The material being sent can only be for Association business. An estimate of cost will be obtained to allow the B&C member to plan their budget.
6. The material being mailed must contain the bulk mail stamp and a return address. The return address must be a sufficient amount of space away from the address to whom the article is being mailed so as to not confuse the postal system automatic readers.
7. The minimum number of pieces allowed to be mailed with this permit is 250.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Conference Call Arrangements

Effective: 7/02

Updated: 11/07

POLICY: The Executive Director of the Iowa Dietetic Association will make the most economical arrangements for all association conference calls.

PROCEDURES:

1. Board and Council members wishing to conduct a conference call for their committee, task force, etc. may contact the Executive Director to receive arrangement information or they may follow the specific guidelines as stated below.
2. The B&C member making the call will provide their intended participants with the following phone number and pass code.
3. The current conference calling arrangements with A+ Conferencing utilizes the following dial in numbers and pass codes:
Dial in: 1-888-522-5391
Host pass code: 10005#
Participant pass code: 50001#
4. This will enter you into the conference from any location or phone. During the course of the conference, hearing a single beep indicates someone has joined the conference; a double beep indicates someone has left the conference call.
5. Once the host disconnects, the entire call is disconnected. The host is the initiator of the call, not necessarily the person conducting the conference call. The B&C member initiating the call will determine who the host will be.
6. The maximum number of parties allowed on the call is 15.
7. The host or initiator of the call is responsible for notifying the Executive Director of the completed conference call with the date, time, number of participants and length of the call, along with the budget account number to which the phone call will be charged.
8. On receipt of the monthly bill for conference calls, the ED will document the Board or Council position to which the charges will be allocated.

**Iowa Dietetic Association
PROCEDURE MANUAL**

SUBJECT: Requests for Membership List

Effective: 7/02

POLICY: Members of the Iowa Dietetic Association will be allowed to request membership lists without charge for use in their professional practice and for use by their district or practice group.

PROCEDURES:

1. The membership database is maintained in the Association office by the Executive Director. An updated membership list is available to the Association via the web and is within 24 hours of being current from ADA entering the information.
2. The database is the property of the American Dietetic Association and accessible to the affiliates for use in conducting business. Please refer to the procedures identified in this manual as *Affiliate Membership Lists*. These guidelines must be strictly enforced in order for IDA to continue to receive the membership data from ADA.
3. IDA members wishing to obtain a membership list can do so at no charge by completing the same order form used for mailing label requests, being sure to indicate the options they desire, the format and indicate a use for the list.
4. The member can then write member request anywhere on the order form to indicate as a member they are requesting a free copy.
5. By signing the request form, the member is agreeing to abide by the conditions stated on the top of the form.
6. District presidents may request an updated list of IDA members in their district at any time to assist with recruitment.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Affiliate Membership List/Labels/Diskettes EFFECTIVE DATE: 2/01

POLICY:

The American Dietetic Association owns the copyright and maintains the listing of members who belong to each affiliate dietetic association as part of the master membership file. The Iowa Dietetic Association Executive Director will maintain the membership database for members of the Iowa Dietetic Association.

PROCEDURE:

1. The Iowa Dietetic Association Executive Director maintains a current database of members based on updates received from ADA. The database is available via the web; lists can be organized in many different ways using an Excel spreadsheet.
2. Members must notify ADA of any personal contact changes. The IDA office cannot change any data.
3. IDA follows ADA's pricing structure for list rental. See attached list request form for pricing.
4. The Executive Director uses discretion in determining if the request for information meets ADA criteria:
 - Of interest to members?
 - How is this product made available to consumers? (Refer to Code of Ethics and Standards of Practice)
 - Are products manufactured using industry or government standards?
 - Is there current research (within past 5 years) to support claims?
 - Has program or publication been approved by IDA or CDR (Commission on Dietetic Registration) for continuing professional education.
5. Desired items are obtained from the Executive Director by completing a request form as attached. The request form details the lists available and their cost.
6. A completed list and rental agreement must be completed prior to the request being filled. Lists are provided for one-time use only. Lists must not be duplicated, transferred, or sold to a third-party or used for any purpose other than the expressed purpose. Violation of these specifics will be grounds for denial of future rental requests.

**IOWA DIETETIC ASSOCIATION
ORDER FORM FOR MAILING LABELS and MEMBERSHIP LISTS**

List Rental and Use Agreement

The undersigned agrees to rent a membership list from the Iowa Dietetic Association subject to the following conditions:

- 1) List will be used only for the one-time direct mail purpose for which it is approved.
- 2) List will not be duplicated, resold, or integrated into a permanent database.
- 3) Payment for the list will be received within 30 days of date of invoice.

The undersigned agrees to assume full responsibility for these terms. Noncompliance will disqualify the undersigned from obtaining future list rentals from IDA.

Bill/Send To:

Name/Organization _____ PO # _____

Contact Person _____ Position _____

Address _____

City _____ State _____ Zip _____

Phone(____) _____ E-mail _____

OPTIONS: Please Check One

- All IDA members
- Dietetic Practice Group Members
 - Iowa Consultant Dietitians
- District Eligible Members- Name _____
- Members in County(ies) Please list - _____

INDICATE USE FOR LIST _____

FORMAT & PRICING: Please Check One (Orders are usually filled in <1 week)

- Pressure-sensitive labels (\$.08/label + \$25)
- Single list (\$.05/name + \$25) Circle if you desire the list to be printed (mailed in <1 week) or emailed (emailed within 3 business days).
 - ❖ Circle all information you would like on the list: (name is assumed) address, county, phone, email
 - ❖ An emailed Excel list will allow you to organize the information however you wish, such as alphabetical or by zip code.

Send to: Monica Lursen, RD, LD, Executive Director, Iowa Dietetic Association, 27924 Butler Center Road, Clarksville, IA 50619, Fax (319) 885-6558, E-mail: lursen@netins.net.

05/06

IOWA DIETETIC ASSOCIATION PROCEDURE MANUAL

<p>SUBJECT: The IDA Bulletin is a 12-16 page newsletter available to the membership of the Iowa Dietetic Association. Effective: 5/06</p>

POLICY: The Bulletin Editor of the Iowa Dietetic Association is responsible for the publication of four issues of the IDA Bulletin each year.

PROCEDURE:

1. The Bulletin editor solicits information for the IDA Bulletin from the Board, Council, and general membership. Initial requests for submissions are made to all Board & Council members around January 15, April 15, July 15, and October 15. A reminder should be sent 2 weeks prior to the deadline.
2. See policy on Bulletin Article Submission Guidelines for requested format by contributing authors.
3. All articles are compiled and formatted by the editor.
4. A draft copy of the newsletter is sent to the IDA President and Executive Director for review.
5. The final copy is emailed to the webmaster for placement on the IDA website.
6. The Bulletin is posted in the member only section of the IDA website. The Bulletin will be available on the website around March 15 (Spring), June 15 (Summer), September 15 (Fall), And December 15 (Winter).
7. The IDA Executive Director provides the Webmaster with the most current list of members from the ADA/IDA database prior to each issue. The webmaster makes sure these members have access to the member only section of the website.
8. Members are reminded of the availability of the Bulletin on the website via various methods: postcard, email, or listserv.
9. Members who wish to continue to receive a paper copy of the Bulletin may request a copy from the IDA Executive Director. The ED will maintain a list of these requests and will be responsible for making copies of the Bulletin when it is available on the web to send to these members.
10. The following columns are routinely included as part of the newsletter:
 - President's Message (written by President)
 - Delegate's Report (written by IDA Delegate(s))
 - Legislative News-Federal, State (written by Legislative/Public Policy Representative)
 - ADA News (Submissions by ADA, IDA Executive Director)
 - News from the IDA Board (submitted by Board members)
 - Media Representative Pointers (written by Media Representative)
 - IDA Tech Zone (written by Web Site committee)
 - Spotlight on Districts (Written by District Presidents)
 - Licensure Update (written by Licensure Liaison)

- Dates to Remember (compiled by IDA Executive Director and IDA Bulletin Editor)
 - Educational Opportunities (compiled by IDA Executive Director)
 - News Briefs (compiled by IDA Executive Director and IDA Bulletin Editor)
 - Bulletin Subscriptions notice
 - IDA Bulletin Deadlines and future available dates on the Web
 - IDA Leadership-Listing of Board & Council Members
11. The following columns are included as part of the quarterly newsletter as noted:
- Spring Bulletin
 1. Call for Poster Session for IDA Fall Meeting (Member-at-Large, Elect)
 - Summer Bulletin
 1. Call for Donation for ADAF Fund Raiser (written by ADAF Chair)
 2. Call for Candidates for the next IDA Ballot (written Nominating Chair)
 3. National Nutrition Month Activity Summary (available from ADA)
 4. New President Profile (written by IDA Executive Director with input from IDA President)
 - Fall Bulletin
 1. Annual Meeting Publicity (written by PR Chair for Fall Meeting)
 2. Presentation of IDA Ballot - Officer Profiles (written by Nominating Committee Chair)
 - Winter Bulletin
 1. Recognize Your Peers - request for nominations from awards such as RYDY, Emerging Dietetic Leader, Medallion Award, RODY, etc. (written by Awards & Scholarship Chair)
 2. Announcement of Annual Award/Scholarship Recipients (written by Awards & Scholarship Chair)
 3. National Nutrition Month Theme Announcement (available from ADA)
 4. IDA Fall Meeting Summary (written by IDA Member-at- Large)
 5. IDA Ballot Results (written by Nominating Committee Chair)
 6. ADAF Auction/Fund Raiser results/Thank You (written by ADAF Chair)
12. Advertisements will no longer be placed directly in the Bulletin.
13. Non-IDA members, retired members, and dietitians from other states may subscribe to the Bulletin and receive a printed copy. The annual fee is \$10.00. All requests for this type of subscription are directed to the IDA Executive Director.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: IDA Bulletin Article Submission Guidelines

Effective: 5/05

POLICY: The following guidelines for the submission of Bulletin articles have been developed to assist the Bulletin Editor and contributing authors in maintaining the Bulletin publishing schedule and desired identity.

PROCEDURE:

1. All articles should be submitted in MS WORD format or plain text format via email as an attachment to editorIDA@nutritionnetworks.com.
2. Please assure that you have scanned your computer for viruses and maintain updated virus protection.
3. All articles are to be submitted in **12 point Times New Roman**.
4. Please put only 1 space after each period.
7. All articles should be submitted single spaced.
8. Articles should be limited to 750 words.
9. All articles will be edited for clarity, style, punctuation, and grammar. Every effort will be made to maintain your original intent.

10. Each article should follow the format below:

Title

Your name, credentials, and IDA position if applicable

Text of article

Biographical and contact information

Example:

Reaching Your Goals in Business

Susan Jones, MS, RD, IDA Public Relations Chairperson

TEXT OF ARTICLE

Susan Jones is a dietitian in private practice in Nevada, Iowa.

She is the author of many books including *Business 101*. Susan may be reached at 123-456-7890 or via email at Susan@hotmail.com.

1. The IDA bulletin goal is to improve communication among members and we encourage articles written in that spirit. All ideas for articles are encouraged!

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: IDA Business Cards

Effective: 6/03

POLICY: IDA Business Cards can be prepared for members of the Board & Council who feel their use during their office tenure would be desirable.

PROCEDURE:

- 1) Members of the Iowa Dietetic Association Board and Council may request that business cards be printed with their pertinent contact information for their use in Association business during their term of office in the Association.
- 2) The Board or Council member will provide the Executive Director with the contact information desired on the card and the ED will print the requested number of business cards; usually 25-50 cards may be a good start as additional cards can be printed at any time.
- 3) The Association has a software program for the printing of these cards.
- 4) These cards will be used for Association business only and are especially helpful during meetings or business transactions for the Association.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Continuing Professional Education Approval Process

EFFECTIVE DATE: 4/02
Update 2/06

POLICY: The Iowa Dietetic Association Continuing Education Committee will review state educational programs and assign continuing education credit using the guidelines set by the Commission on Dietetic Registration (CDR).

PROCEDURE:

1. Educational program sponsors may submit requests for CPE to the Iowa Dietetic Association on the approved form titled 'Continuing Professional Education Prior Approval Request Form". These forms may be found on the CDR website www.cdrnet.org . These requests should be submitted at least 60 days prior to the event.
2. Continuing Professional Education credit will be assigned using the guidelines from the Commission on Dietetic Registration. (See CPE Desk Reference, February 2006)
3. The CPE reviewer will review requests weekly. After review, the applicant will be notified by email (if one is provided) concerning the request approval; one copy of the request will be returned to the applicant as their proof of approval and one copy will be retained in the records of IDA. This copy will be retained for 2 years by IDA.
4. IDA will use the information on the form to document the approved CPE information on the CDR website of approved, available programs.
5. There is no current fee for approval of CPE hours by IDA.
6. Due to the Professional Development Portfolio (PDP) process of the Commission on Dietetic Registration, it is not necessary to obtain prior approval for education programs, however, since it is still desirable for many members and/or organizations to have prior knowledge of program approval the above prior approval process will continue.

IDA

iowa dietetic association

"YOUR LINK TO NUTRITION & HEALTH"

Continuing Professional Education (CPE)

Desk Reference

February 2006

Our Mission:

The Iowa Dietetic Association:
Leading the future of dietetics.

Iowa Dietetic Association

CPE Desk Reference

Dietetic Registration

The Commission on Dietetic Registration (CDR) will exist to serve the public by establishing and enforcing standards for certification and the Code of Ethics and by issuing credentials to individuals who meet these standards. CDR has sole and independent authority in all matters pertaining to certification, including but not limited to standard setting, establishment of fees, finances, and administration.

1. CDR grants recognition of entry-level competence to dietitians and dietetic technicians who meet the standards and qualifications established by the Commission. These dietitians and dietetic technicians may use the legally protected professional designation “Registered Dietitian” or the initials “RD”. Dietetic technicians may use the legally protected professional designation “Dietetic Technician, Registered” or the initials “DTR”.
2. Registered Dietitians: To maintain registered status, each RD must complete the recertification requirements specified by CDR and must participate in and report 75 continuing education units (CPEUs) over a five-year registration period.
3. Dietetic Technicians, Registered: To maintain registered status, each DTR must complete the recertification requirements specified by CDR and must participate in and report 50 continuing education units (CPEUs) over a five-year reporting period.

*Definition and Philosophy
Of
Continuing Professional Education*

The dietetic practitioner must engage in lifelong development to maintain and improve knowledge and skills for competent practice. This includes continuous self-assessment to identify professional strengths and learning needs, establishment of short and long term goals for individual professional development, and selection of appropriate CPE to meet these goals.

CDR defines CPE as education beyond that required for entry into the profession. Activities that are part of your daily work responsibilities are not appropriate. CPE participation is mandatory for maintenance of registration.

Iowa Dietetic Association

CPE Desk Reference

*Content Criteria
For
Continuing Professional Education*

1. Content should relate to the field of nutrition and dietetics.
2. Dietetics-related is defined as the integration and application of principles derived from the sciences of food, nutrition, management, communications, and biological, physiological, behavioral, and social sciences to achieve and maintain optimal human health.
3. The CPE activity should not be designed for the lay public.
4. CPE activities may be designed to accomplish the following goals:
 - Update or enhance knowledge and skills required for competent performance beyond entry level;
 - Assess knowledge and skills;
 - Provide opportunities for interdisciplinary learning; or
 - Provide opportunities for professional growth and development.

*Continuing Professional Education Guidelines
For the RD/DTR*

CPE guidelines have been revised as the result of the Professional Development Portfolio (PDP) process. CPE requirements, forms, and guidelines can be found on the CDR web site at www.cdrnet.org/pdrcenter/cpeindex.htm.

Iowa Dietetic Association

CPE Desk Reference

*Procedure for Processing Prior-approval Requests
By Affiliate CPE Provider*

1. Evaluate the level and applicability of CPE programs. The Continuing Professional Education Guidelines define CPE as education beyond that required for initial entry into the profession of dietetics. CPE program information is to be submitted by the program provider at least 4 weeks prior to the programs date and should include:
 - Title(s) of presentation(s);
 - Program date (if various dates, please list all dates);
 - Program location(s);
 - Program provider;
 - Information regarding the target audience (can not include the lay public);
 - Estimated number of RDs and/or DTRs to be in attendance;
 - Program chair: Contact name, telephone number, and address; fax number and email;
 - Number of CPE hours requested; CPE level according to the following definitions:
 - Level I:** Assumes that the participant has little or no prior knowledge of the areas covered. The focus of the activity is to increase knowledge and application by the participant.
 - Level II:** Assumes that the participant has a general knowledge of the literature and professional practice within the areas covered. The focus of the activity is to enhance knowledge and application of the participant.
 - Level III:** Assumes that the participant has a thorough knowledge of the literature and professional practice within the areas covered. The focus of the activity is a synthesis of recent advances and future directions.
 - Attachments should include:
 1. Title of presentation with learner educational objectives describing anticipated outcomes;
 2. Timing outline, including time spent for registration, introductions, welcomes, coffee and meal breaks, and discussion. A reactive discussion is required for all group activities. An activity must be at least one full hour;
 3. Qualifications of speaker(s)/instructor(s) on topic(s).
2. Maximum allowable CPE hours will be assigned:
 - CPE credit is not given for registration, introductions/welcomes, coffee/meal breaks, exam time, or evaluations.
 - CPE credit is given for all appropriate educational sessions as well as question and answer or discussion periods.
 - For exhibits, posters, case presentations, experiential skill development, interactive workshops, journal clubs, lectures, seminars, or study groups: 60 minutes = 1 CPE hour. If the total number of allowable hours includes a fraction of an hour, round to the nearest whole hour (e.g. 5 ¼ hours = 5 CPE hours; 5 ½ hours = 6 CPE hours). Do not round up or down for each individual session, but only after adding the total number of hours for the entire program.

3. Approved/disapproved status will be given in an email (if one is provided) and the completed form with the box entitled FOR CONTINUING EDUCATION COMMITTEE USE ONLY completed with the following required information:
 - Date
 - Signature (approved or disapproved by)
 - Maximum hours granted
 - Comments, when appropriate

4. Many program providers prefer to publish a statement of approval granted by the Commission on Dietetic Registration. The following statement is provided for this purpose:
“The Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association and the Iowa Dietetic Association, has approved this program for ____ contact hours.”

5. IDA will place information concerning the approved program on the CDR website for available approved programs.

6. Copies of CPE Prior-Approval Request Form are distributed as follows:
 - Forward one copy of the approved program to the requesting entity.
 - IDA retains a copy of the approved program.

**Submit CPE requests to:
The Iowa Dietetic Association
% CPE Review
27924 Butler Center Road
Clarksville, IA 50619**

Iowa Dietetic Association

CPE Desk Reference

*Appeals Procedure for
CPE Hour Denials*

1. Program providers may appeal CPE hour denial decisions by filing a written appeal, including the basis for the appeal, with the IDA CPE Reviewer.
2. The IDA CPE Reviewer will provide written notification to the program provider and the CDR of the review decision.
3. Further written appeal, including the basis for the appeal, of an adverse decision by the IDA CPE Chair/Committee may be made to the CDR Manager, Professional Development Programs. The appeal must be submitted within thirty (30) days of receipt of the adverse decision. The Manager will forward the petition to the CDR Appeals Panel for consideration at its next scheduled meeting. Address questions to:
Commission on Dietetic Registration
Manager, Professional Development
The American Dietetic Association
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
800/877-1600, ext 4816 or 4869
4. The Manager will provide notification via courier service to the program provider and the IDA CPE Chair. Committee within two (2) weeks of the Panels decision.

2/17/06

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Meeting Attendance by Association Members Effective: 9/02

POLICY: Under the direction of the President and/or Board of Directors, members of the Association may be requested to attend ADA meetings as representatives of the Iowa Dietetic Association.

PROCEDURES:

1. Such meetings may include but not be limited to the House of Delegates, Food and Nutrition Conference and Exhibition (FNCE), and the Public Policy Workshop.
2. Member will attend as a representative of the Association and upon return disseminate information to the President and Board of Directors.
3. Member will act on behalf of IDA with the best interest of the Association in mind.
4. Member will be expected to attend all meetings/functions required by this appointment.
5. Association will pay expenses as allotted in the budget and per ADA/IDA limits with member assuming the responsibility of completing a PAYMENT REQUEST FORM.
 - a. Payment requests should be submitted within 14 days of return from meeting.
 - b. Receipts should be included for all expenses, except mileage.
 - c. For further information on payment—see Policy: Board & Council Payment Requests
6. Member may be required to submit a summary of the meeting to the Bulletin Editor for communication to Association members.
7. Individual meeting and objectives are listed below. For the specific budgeted amounts refer to the current year's budget

President:

FNCE in September/October

Objective: Monitor HOD for issues. Attend Affiliate sessions and other pertinent sessions. Coordinate Foundation donation.

Expenses	Budgeted Amount Approximate
Travel	\$300-400
Hotel, 3 days @\$85 (Share room)	\$255
Per diem 3@\$35	\$105

Ground transportation	\$30
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President-elect:

FNCE in September/October

Objective: Objective: Monitor HOD for issues. Attend Affiliate , Foundation and other pertinent sessions. Host IDA reception.

Expenses	Budgeted Amount Approximate
Travel	\$300-400
Hotel, 5 days @\$85 (Share room)	\$425
Per diem 6@\$35	\$210
Ground transportation	\$30

Public Policy Workshop in Spring, Washington, DC

Objective: Become familiar with current Public Policy initiatives. Visit Capitol Hill and Iowa Congressmen and Senators.

Expenses	Budgeted Amount Approximate
Registration (unless obtain scholarship)	\$300-400
Travel	\$400
Hotel, 3 days @\$85	\$255
Per diem 4 @\$35	\$140
Ground transportation	\$50

President-elect-elect:

Leadership Training, spring

Objective: Become familiar with issues facing ADA, tools available from ADA, network with other affiliates.

Expenses	Budgeted Amount Approximate
Travel	\$435
Hotel, 3 days @\$85 (Share room)	\$255
Per diem 3@\$35	\$105
Ground transportation	\$30

Legislative Chairs (2), Nutrition Services Payment System Chair (1): *subject to change*

Public Policy Workshop in spring, Washington, DC

Objective: Become familiar with current Public Policy initiatives. Visit Capitol Hill and Iowa Congressmen and Senators.

Expenses	Budgeted Amount Approximate
Registration (unless obtain scholarship)	\$300-400
Travel	\$400
Hotel, 3 days @\$85 (Share room)	\$255
Per diem 4 @\$35	\$140
Ground transportation	\$50

Delegate:

FNCE in September/October

Objective: Attend HOD and represent Iowa.

Expenses	Budgeted Amount Approximate
Hotel, 4 days @\$85 (Share room)	\$340
Per diem 4@\$35	\$140
Ground transportation	\$30

*Travel expenses paid by ADA

HOD Spring Meeting

Objective: Attend HOD and represent Iowa.

Expenses	Budgeted Amount Approximate
Hotel, 3 days @\$85	\$255
Per diem 3@\$35	\$105
Ground transportation	\$30

* Travel expenses paid by ADA

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: ADA Foundation & IDA Scholarship Funds EFFECTIVE DATE: 4/06

POLICY:

The Iowa Dietetic Association will participate in generating funds for both the American Dietetic Association Foundation and its own scholarship fund.

PROCEDURE:

1. The Iowa Dietetic Association Foundation chair, as an appointed position on the Council, is responsible for events and programs that will generate funds for the American Dietetic Association Foundation and the IDA scholarship fund.
2. The events and programs planned are organized by the Foundation chair after approval by the IDA Board.
3. These events have been a silent auction, a live auction, fund raising challenges, etc. There are to be no gambling or betting events. These usually occur at the fall annual meeting, however can be held at other times as well.
4. Monies raised are divided between the American Dietetic Association Foundation and the IDA scholarship fund. 60% of funds generated are submitted to the American Dietetic Association Foundation (ADAF); 40% of funds generated by IDA functions/programs will remain with IDA for scholarships.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: Use of ADA Service Mark

Effective: 7/01

POLICY: Members of the Association may use the ADA service mark theme line in the following manner.

PROCEDURES:

1. "Your link to nutrition and health." is a service mark of The American Dietetic Association. Permission is granted to use the service mark in the following ways:

- a. In association with The American Dietetic Association;
e.g. The American Dietetic Association
Your link to nutrition and health. SM
- b. In association with an affiliate dietetic association;
e.g. Iowa Dietetic Association
Your link to nutrition and health. SM
- c. Member RD's and DTR's may use the service mark as follows:
To distinguish an RD or DTR in general print or broadcast copy:
e.g. Registered dietitians are "your link to nutrition and health.SM"

The service mark theme line **cannot** be used as a descriptor for an individual, a group of individuals, or a public or private organization or business:

e.g. Not acceptable -

Smith and Stewart Nutrition Consultants

" Your link to nutrition and health. SM"

- d. It is recommended that the service mark theme line (SM) always follow the name of the organization and should always be distinguished from surrounding text by italics, quotation marks, bold print, or other method of distinction.

**IOWA DIETETIC ASSOCIATION
PROCEDURE MANUAL**

SUBJECT: 'Friend of IDA' Award Criteria

EFFECTIVE DATE: 11/01

POLICY: The Association may choose to identify a 'Friend of the IDA' award based on the following criteria.

PROCEDURE:

1. The award committee has the option of identifying a 'Friend of IDA' award that will be presented to the chosen recipient at the annual Fall meeting of the Association.
2. If the schedule of the recipient does not allow for presentation at that time, an alternative date and place will be determined.
3. Publicity and media coverage is very much encouraged.
4. The following criteria will be used in making the selection:
The recipient
 - Should be a public figure and recognized in the national, state, or local political or professional arena. The professional arenas can be, but are not limited to: research, community nutrition, health care, life cycle specialties, food commodities, media, food service, or industry.
 - Should have shown outstanding and public support for the Iowa Dietetic Association and/or the dietetics profession or fields of food and nutrition.
5. Registered Dietitians and other dietetic professionals are not eligible for this award. Other venues of recognition are available and more appropriate for these persons.
6. The budget has an allotted amount of funds to purchase an appropriate gift to be chosen by the awards committee chair with advisement from the president.