



**eat right.** an affiliate of the  
Academy of Nutrition and Dietetics

## REGION GUIDING PRINCIPLES

### POLICY

Guiding principles will be established for the operation of the regions within the Iowa Academy of Nutrition and Dietetics.

### PROCEDURE

1. Guiding principles for Iowa Academy internal regions will be approved by the Iowa Academy Board.
2. The fiscal year of the region shall be in accordance with the Iowa Academy fiscal year – June 1 to May 31.
3. Topics addressed shall include;
  - a. Goals of the region
  - b. Membership
  - c. Elected officers
  - d. Governance
  - e. Nominations, elections and vacancies

GOALS: The goals of the region will be identified; networking, continuing education, etc.

### MEMBERSHIP:

1. Membership in the region is limited to members of the Iowa Academy.
2. Iowa Academy members have the same rights and privileges as set forth in the Iowa Academy Bylaws – able to hold office, voting privileges.
3. Nonmembers of the Iowa Academy are welcome to attend region meetings without the above privileges.
  - a. Each region will determine how to contact and communicate with non-members.
  - b. This may be from previous meeting attendees or a nonmember list obtained from the Iowa Academy Executive Director.

## ELECTED/VOLUNTEER OFFICERS:

1. The elected/volunteer officers/leadership team consists of region director, event manager, media spokesperson and legislative contact. All officers take office when the elected officers of the Iowa Academy assume office – June 1.
2. All officers serve for one year and are welcome to continue that service for no more than three years.
3. Region director serves as the primary contact between the Iowa Academy and the region.
  - a. Region director serves as the main communicator of information both to and from the region membership; forwarding information received from the Iowa Academy; member of the Iowa Academy Council. Participates in quarterly Zoom calls with Iowa Academy and other region directors.
  - b. Region director will work with the event manager in communication concerning annual dates and upcoming events, not only for the region, but the Iowa Academy and the Academy
  - c. Region directors will receive membership lists from the Iowa Academy Executive Director as often as requested to establish an email address list and/or phone contact list.
  - d. Region director presides over meetings of both the leadership team and the general membership of the region. May appoint a member to record minutes of these meetings. These can become the basis for reports to the Iowa Academy and updates placed in the Iowa Academy monthly newsletters.
  - e. Region director works with the event manager on needed aspects of planned events: additional committee members, contracts, finances, etc.
  - f. Region director completes the annual affiliation agreement with the Iowa Academy.
  - g. Region director communicates to the Iowa Academy regarding any changes in region leadership.
  - h. Region director works with the Iowa Academy Executive Director regarding the need to use the Iowa Academy bank account as their fiscal agent. Each region will have a specific line in both income and expense categories in the QuickBooks Pro financial tracking software.
  - i. Further financial guidance:
    - i. Each region is encouraged to establish an annual budget based on their perceived plans.
    - ii. Income will begin with transferred funds from respective previous districts.
    - iii. Other potential income may come from meeting registration fees, application for member career enrichment grants (MCEG's) and any possible sponsorships

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4. Event manager prepares a program of work for the year during a leadership team meeting.
  - a. Event manager plans, organizes and coordinates education programs, networking gatherings, etc. for the benefit of the region members.
  - b. Suggested that the region conduct a minimum of 2 meetings per year: at least one for continuing professional education (CPE's) and one as a social gathering.
  - c. Event manager participates in leadership team meetings.
  - d. Event manager may assemble a committee of region members to assist with various parts of the planning process.
  - e. Event manager coordinates these events with the region director in regards to finances, communication with members and the Iowa Academy. Meeting fees may be charged if there are expenses to be paid; nonmember fees should be higher than member fees. There are no dues for region participation.
  - f. Event managers may obtain prior CPE approval for any program by submitting to CDR – this approval will be returned to the Iowa Academy for approval at no cost.
  - g. Meeting registrations may use the Iowa Academy Wix system.
  
5. Media spokesperson -
  - a. To utilize the current strategic plan in fulfilling our mission: Empower members to be Iowa's food and nutrition leaders
  - b. Responds to media requests or directs media to the IOWA ACADEMY member best suited.
  - c. Each region is responsible for 2 press releases each year.
  - d. Uses current Iowa Academy marketing campaign in the region to market the profession. Serves as a resource in the region to help fellow members.
  - e. Attend Iowa Academy Media training
  - f. Manages media expenses and presents periodic updates to the Marketing Chair(s) as required. Submits bills for reimbursable expenses to the marketing chairs who in turn submit to the Treasurer for payment.
  - g. Interacts with media such as radio, television, or newspaper
  - g. Attends and reports at IOWA ACADEMY Board & Council meetings (2 meetings per year) and attends Board meetings or conference calls at the discretion of the President and Media Chair(s)
  
6. Legislative contact provides updates and calls to action on legislative issues related to food and nutrition, both at the local, state and national level.
  - a. Legislative contact from the regions participates with the Iowa Academy public policy team to keep abreast of current legislative issues.
  - b. Legislative contact will communicate these issues to the region members

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using the region email address book and/or at meetings.

c. Region legislative contact will work closely with the Iowa Academy public policy committee for guidance and direction in all legislative matters.

## GOVERNANCE:

1. The elected officers/leadership team is the governing body of the region.
2. Functions of the leadership team are:
  - a. Develops and monitors program of work, i.e. continuing education offerings, networking events, etc. – minimum of 2 events per year
  - b. Provides for responsible fiscal planning, controlling and directing financial affairs. May work with Iowa Academy leadership and Executive Director in budgeting.
  - c. Provides overall leadership to the region.
  - d. Encouraged to utilize their own survey or the Iowa Academy survey of region membership to determine direction suggestions.
3. Meetings:
  - a. The leadership team meets at least twice a year for the purpose of planning – this can be either in person or by conference call (regions have access to Iowa Academy Zoom account for these calls)
  - b. The membership should meet at least 2 times per year – more if desired. At least one should be for the purpose of continuing professional education.
  - c. Minutes should be taken by an appointed secretary each time the leadership team meets or during a meeting of the entire region membership.
  - d. These minutes should be placed in the Iowa Academy Google drive under the specific name of the region. They can also be placed in the monthly Iowa Academy newsletter to inform all members of their activities.
  - e. Regions may want to consider establishing smaller area networking gatherings in various areas of the region to maintain the ‘small group’ feel experienced in some previous districts.
4. Committees: Appointments to committees can be made by the region director for the purpose of assisting with events, nominating committees. etc.
5. These guiding principles may be approved and if needed, amended, by a majority of the votes cast by the region membership.
6. Benefits of regions being Iowa Academy affiliates:
  - a. Region directors and event coordinators will have access to information and assistance from the Iowa Academy Executive Director (ED) for
    - i. Membership names, numbers and contact information
    - ii. Assistance with the budget planning for the overall year and for specific continuing education offerings or events.

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- iii. Use of the Zoom conference link for online meetings for business and CPE offerings. Contact the ED with date, time, content and those attending; she will schedule the event and send the link. This link will also be available on the Iowa Academy Google calendar.
- iv. Continuing professional education (CPE) application and approval. Event coordinators may send all the necessary information to the ED who will then apply online to the Commission on Dietetic Registration (CDR) for prior approval of continuing education hours. There is no cost for this service. Please provide this information to the ED 6-8 weeks before the event. The needed information is as follows:
  - 1. Title of program and activity type (lecture, webinar, etc.)
  - 2. Who is organizing the program
  - 3. Detailed timeline of the program
  - 4. Speakers names, credentials, and detailed resume
  - 5. Presentation title, objectives, determined level 1, 2 or 3 and recommended learning code.
  - 6. Copy of certificate of attendance

## NOMINATIONS, ELECTIONS, VACANCIES:

- 1. The region may hold a contested election, present a single slate for elected offices, or a combination.
- 2. While not required to have a membership approved ballot, the general consensus of the membership on volunteer leaders is preferred. This is important if presenting a single slate for the three offices.
  - a. By volunteering to place a name on the ballot, a person is essentially volunteering for the position if there is no other opposing candidate.
  - b. The need for a membership vote is up to the region leadership and may not be needed.
- 3. The current leadership should ensure that those desiring to hold a region office meet the eligibility requirement of the office and are willing to fulfill the respective duties.
- 4. General criteria:
  - a. The nominees may not simultaneously hold an elected position in the Iowa Academy.
  - b. Students and nonmembers are not eligible to be candidates.
- 5. If there is a contested election, region members must be given adequate time to vote by the decided upon method – paper ballot or online vote. If a tie vote occurs, the region director will break the tie by random selection.
  - a. The region may request assistance from the Iowa Academy if they wish to do an online vote.

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6. A plurality of the votes cast constitutes an election.
7. The results of the election will be announced by the region director using email communication.
8. Any vacancy which occurs can be filled by a volunteer from the membership until such time as the next election is held or a volunteer steps forward.