

SUDENT COUNCIL ADVISORY COMMITTEE NOMINATION PACKET 2009-2010

This packet contains the following information:

- **Timelines**

- **SCAC Information Sheet**

- **Nominating Policies and Procedures**

- **SCAC Nomination Form**

Interested in running for a position on the ADA Student Council Advisory Committee (SCAC)?

*This is an opportunity for you to be a student leader on a national level!
Interested students should obtain and complete their nomination packets ASAP!*

Deadline for Nominations: December 1, 2008

2009-2010 SCAC Nominations Timeline

- SEPTEMBER 15, 2008: **Nominations Packet** posted on the ADA Student Center Web page and e-mail notification sent to all ADA student members
- DECEMBER 1, 2008: **Postmark deadline** for nomination packet
- JANUARY 1 –
February 15, 2009: **SCAC Nominating Committee receives, scores applications and interviews** nominees to select candidates for ballot
- FEBRUARY 18, 2009: Single slate candidates posted – 30 days to file documents to be on ballot.
- MARCH 20, 2009: **Single slate candidates are declared as winners** – Any contested positions are noted.
- MARCH 20 –
April 3, 2009: **Voting** for any contested positions
- APRIL 6, 2009: **Voting results posted** on CoI and ADA Web site
- JUNE 1, 2009: **SCAC officers begin terms**

Note: This is a single slate election, with all candidates being chosen by the current SCAC Nominating Committee. Nominating Committee slate will be posted February 18, 2009. Anyone meeting requirements to run who wishes to have their name placed in nomination will be required to submit appropriate paperwork no later than March 18th. Paperwork requirements and information on where to send will be posted on February 18th with the names of the single slate candidates.

Student Council Advisory Committee (SCAC) Information Sheet

What you should know about being on the SCAC

Meetings – The meetings you must attend are outlined below. You will be notified of specific meeting dates.

Summer meeting: This will be the first SCAC meeting each program year in early summer at ADA headquarters. (Chicago, IL)

Annual ADA Food & Nutrition Conference & Expo: This is a working trip; however, the SCAC meeting will not prevent you from attending FNCE events. Please note that the House of Delegates Meeting is separate from FNCE, (2009 Denver, CO, Oct. 17-20).

Conference calls and other meetings if assigned as the SCAC member to certain committees. All SCAC members bring student member concerns and interests to the groups for which they serve as participants. Please see Criteria for Positions under SCAC Nominating Policies for liaison assignments for each position.

Reimbursement – Required travel and daily expenses for the SCAC are funded by ADA for all of the above mentioned meetings. Although travel and daily expenses will be paid for the meeting held before the ADA Annual FNCE, SCAC members are not reimbursed for FNCE registration fees. Costs for hotel and airfare will be paid for by ADA (hotel arrangements will be made by ADA; flight arrangements will be made by you through the ADA Travel Store). Per Diem expenses are provided for the days of the meetings as per ADA policy.

Communicating student concerns – Student member concerns are viewed as important components in the ADA decision-making process. SCAC's charge is to conduct its business and communicate with student members. The SCAC, by the nature of their representation to other Association bodies, is enabled to speak to the issues concerning all dietetic and dietetic technician students.

Officer role – Requires continuous involvement and communicating awareness of what is going on with ADA and the SCAC. It provides the opportunity to meet and network with some of the leaders of the profession, and to gain insights into professional matters. This experience will serve you well when you enter the profession and prepare you for many meaningful experiences both in state associations and nationally.

SCAC Nominating Policies

Individual ADA members may self-nominate for SCAC offices. As defined in the SCAC Nominating Committee Policies and Procedures, the Nominating Committee oversees the nomination process. **Nominees must have access to and knowledge of computer-based communication systems. Nominees must meet the qualifications stipulated below in the criteria for positions. All nominees must be students currently enrolled in a CADE-accredited or approved Didactic Program in Dietetics (DPD), Coordinated Program (CP), Dietetic Technician Program (DT) or Dietetic Internship (DI) and have been an ADA student member for at least 3 months at the time of sending in nomination. Nominees must have at least 6 months remaining in a CADE-accredited or approved program during the term of office. There are seven elected positions.**

All SCAC members may run for a second term as long as they meet eligibility requirements. SCAC members will communicate with SC members via the Student Council CoI, ADA Student Council broadcast e-mail messages and the *ADA Student Scoop* online newsletter. All SCAC members will write articles for the *ADA Student Scoop*, as assigned.

SCAC Criteria for Positions

Chair: The SCAC Chair presides over all SCAC meetings and serves as the ADA representative to other student associations. He or she assigns tasks as needed and makes the concerns of the SCAC and SC known to appropriate Association staff while coordinating the work of the SCAC. He or she is responsible for representing a region of the Student Council. He or she serves as the student liaison to the Board of Directors. *Writes a welcome message for the September issue of Student Scoop. Posts a welcome message to the Student Community of Interest (CoI) upon taking office in June.*

Vice-Chair: The SCAC Vice-Chair assists the Chair in carrying out his or her duties and may perform the duties of the Chair if the Chair is absent, or unable to complete his/her term. The SCAC Vice-Chair assists in implementing communication among SCLs at CADE-accredited or approved dietetics programs, SCAC officers and SC members. He or she is responsible for representing a region of the Student Council. *Writes a message for the November issue of Student Scoop. Posts a message to the Student CoI after the first meeting of SCAC.*

Student Delegate: The student delegate works with the ADA House of Delegates (HOD) to represent student interests and communicate governance issues to Council members. The student delegate is a SCAC officer who fulfills the responsibilities stated in HOD Policies and Procedures Manual. He or she is responsible for representing a region of the Student Council. He/she will attend HOD meetings. *Posts information to the Student CoI prior to each session of the HOD to obtain feedback on the issues going to the HOD from student members. Posts results of each HOD session (and electronic voting) to the Student CoI. Writes articles on the outcomes of HOD dialogue sessions for the Student Scoop.*

Commission on Accreditation of Dietetics Education (CADE) Student Representative:

The CADE student representative is a SCAC officer who provides a voice for students with those who accredit dietetics education programs. He or she is responsible for representing a region of the Student Council. He/she will attend CADE meetings and fulfill responsibilities designated in the CADE Governing Document. *The CADE representative will write an article for the Student Scoop and post to the Student Community of Interest on items of interest as needed. This position is appointed by CADE and nominations must be submitted to CADE by program directors annually in September.*

SCAC Criteria for Positions continued

Additional Student Representatives: Additional Student Representatives will bring the perspective of students from different types of dietetics education programs and/or diverse geographic areas. These student representatives will be responsible for representing a region and communicating SC member concerns and interests to the Chair and ADA staff liaison, as well as assisting with further developing the CoI and other duties as assigned.

Responsibilities of ALL SCAC members

- *Sign on to the Student CoI at least once each week (days to be assigned at first SCAC meeting). Respond to questions from other students, start discussion threads.*
- *Contact current SCLs in your region (Regions will be assigned at first SCAC meeting).*
- *Establish a SCL at schools that currently do not have one.*
- *Receive monthly reports from SCLs; review them; put together a summary of the Region for the month; forward original reports AND summary to Mary Jawgiel for inclusion in Student Scoop.*
- *Write articles for Student Scoop newsletter as requested.*

SCAC Nominating Procedures

All nominees must:

1. Be a student and a current member of the American Dietetic Association (ADA) for at least 3 months prior to sending in nomination.
2. Be currently enrolled as a student in a CADE-accredited or approved dietetics education program: Didactic Program in Dietetics (DPD), Coordinated Program (CP), Dietetic Internship (DI), Dietetic Technician Program (DT)
3. Have at least 6 months remaining in a CADE-accredited or approved program during the term of office.
4. Have had at least two leadership positions or experiences in the past (church, high school, community).
5. Be able to devote the required time necessary to perform the duties of office.
6. Be able to attend both the SCAC meeting preceding FNCE and FNCE, the summer SCAC meeting held in Chicago, Illinois, at ADA headquarters, and any additional meetings required by representation to an ADA committee or commission. (All reasonable meeting and travel expenses are reimbursed by ADA.)
7. Be available for a telephone interview with a SCAC Nominating Committee member between January 2nd and February 10th.
8. Complete the nomination form and obtain one letter of reference from your *program director*. This letter MUST be from your *program director*.
9. Submit this completed application to the ADA Director, Membership Development, no later than the postmark deadline of December 1, 2008. ***Incomplete packets will not be considered.*** All nomination materials, including letters of reference, and personal resumes will be retained in ADA files.

Mail, fax, or e-mail nominations packets by December 1, 2008 to:

Katherine Weathers
Membership Representative
American Dietetic Association
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Fax: 312/899-4812
E-mail: kweathers@eatright.org

LEADERSHIP EXPERIENCES

Briefly list leadership positions or experiences (within a student dietetic association, your community, or through church or high school activities, etc).

Leadership Experiences:

Dates

BIOGRAPHICAL/POSITION STATEMENT

Enclose a brief essay of no more than 250 words.* In your essay, please address the following:

1. A brief biographical sketch based on your experiences (work, school, volunteer, etc.) that have significantly contributed to your leadership abilities.
2. Why are you qualified to hold the SCAC office for which you are applying?

*NOTE: If you use Microsoft Word, we recommend using the word count feature under "Tools" prior to submission.

REFERENCE

Submit a letter of reference from your program director with the nomination form and essay.

RESUME

Submit a one page résumé.

By signing this document you are agreeing that all above information is truthful and accurate to the best of your knowledge. Submitting false information is prohibited and will result in immediate ineligibility.

Signature: _____ Date: _____