



“By the Students, for the Students”

This is the UNLV SNDA creed, as we work to empower members towards leadership, networking, and volunteering.

Leave your mark. Become involved as a chair or committee member!

Description of Chair and Committee Positions

Committee Opportunities:

- Service Chair
- Food Day Chair or Committee Member
- National Nutrition Month Chair or Committee Member
- Fundraising Chair or Committee Member
- Chair of Design
- Media and Historian
- Active Member Awards Ceremony (AMAC) Committee Chair or Member
- SNDACES Chair
- Head of Content
- Academy Liaisons

Service Chair

Reports to: SNDA Secretary

Expectations:

The SNDA Service Chair will assist the Secretary in keeping accurate records of Active Member mandatory hours, which he or she is expected to log with utmost honesty. He or she may also need to listen to individual member's concerns about their hours, and provide support to members who have trouble finding volunteer opportunities. Thus, the Service Chair must be able to maintain strict confidentiality, and must help promote all SNDA group service events throughout each semester.

Comprehensive duties:

Some responsibilities include but are not limited to:

- Keep track of service hours from active members
- Report to SNDA secretary on a weekly basis with any major updates
- Answer member questions regarding upcoming service events
- Promote Service events throughout the organization
- Participate in all major SNDA events
- Additional duties as necessary

Skills desired and developed:

- Tech savvy
- Well organized
- Detail oriented
- Team player
- Excellent time management
- Communication

Food Day Chair

Reports to: SNDA VP of Activities

Expectations:

The Food Day committee chair is a position which works with the VP of Activities to help carry out all of the activities surrounding Food Day. This event takes place during the fall semester. If appointed, you will be considered the spokesperson for the committee and the go-to-person for Food Day.

Comprehensive duties:

Prior to Food Day, you are expected to help prepare for the event, this includes:

- Make poster and flyers
- Help set up the event
- Find donations for the event
- Coming up with Food day games
- Work the event
- Holding committee meeting when needed, and planning events for the food day
- Other duties as assigned

Skills desired and developed:

- Time management
- Leadership skill
- Great at communication

Food Day Committee Member(s)

Reports to: Food Day Chair

Expectations:

As a committee member, you are expected to set up food day as well as prepare for the event. This can range from handing out flyer, to making posters. The committee is responsible for promoting and running the Food Day events.

Comprehensive duties:

- Making posters
- Setting up Tables and other equipment, the day of food day.
- Working the cart and handing out food
- Finding donations
- Coming up with Food day games, planning events for the food day
- Handing out flyers and promoting the event.
- Help with set-up and break down of events

Skills desired and developed:

- Well organized
- Networking skills
- Great at communication

National Nutrition Month Chair

Reports to: SNDA VP of Activities

Expectations:

National Nutrition Month (NNM) is an important event for SNDA and as NNM Chair you are considered the bridge between the National Nutrition Month committee, the SNDA board, as well as local organizations. This is a year long responsibility, as NNM planning starts early and the event is held during March of each year. The NNM Chair would take responsibility for various events for the month of March. This includes organizing the committee as well as promoting and working the events.

Comprehensive duties:

- Making posters
- Planning the different NNM events.
- Holding committee meeting when needed, and planning events for the food day
- Other duties as assigned
- Setting up Tables and other equipment, the day of food day.
- Handing out flyers and promoting the event.
- Help with set-up and break down of events
- Finding donations.

Skills desired and developed:

- Well organized
- Networking skills
- Great at communication
- Leadership

National Nutrition Month Committee Member(s)

Reports to: National Nutrition Month Chair

Expectations:

As a committee member, you are expected to set up different events for NNM as well as prepare for the event. This can range from handing out flyer, to making posters. Depending on the exact activities for NNM there may be times in which the committee will be asked to prepare food, hand food out, and talk about nutritional benefits of different types of food.

Comprehensive duties:

- Making posters
- Setting up Tables and other equipment, for various events during NNM.
- Help with set-up and break down of events
- Handing out flyers and promoting the event.
- Preparing smoothies, and different events.
- Participate in NNM

Skills desired and developed:

- Well organized
- Networking skills
- Great at communication

Fundraising Chair Duties

Reports to: SNDA Treasurer

Expectations:

The Fundraising Chair will support the Treasurer in planning fund raising events as needed. They will be expected to help coordinate events including set up/ break down; may also help with other tasks like getting needed materials and props for events.

Comprehensive duties:

- Assist Treasurer with coordinating fundraising, planning and events
- Assist with scheduling committee members and volunteer recruitment for events
- Help with set-up and break down of events
- May be responsible for holding/leading/attending committee meetings
- Help spread information to others students about events
- Additional duties as necessary

Skills desired and developed:

- Motivated and reliable
- Excellent communication skills
- Respectful and good with people
- Complete duties in a timely manner

Fundraising Committee Duties

Reports to: Fundraising Chair

Expectations:

The fundraising committee will support the Treasurer and the Fundraising Chair in planning fund raising events as needed. They will be expected to help work events including set up/ break down; may also help with other tasks needed such as gathering needed materials and props for events. They are also expected to market events to other students.

Comprehensive duties:

- Assist Treasurer and fundraising chair with coordinating fundraising planning and events ●
- Assist with scheduling any additional volunteer recruitment for events
- Help with set-up and break down of events
- Responsible for attending committee meetings
- Help spread information to others students about events
- Additional duties as necessary

Skills desired and developed:

- Motivated and reliable
- Excellent communication skills
- Respectful and good with people
- Complete duties in a timely manner

Chair of Design

Reports to: SNDA VP of Communications

Expectation:

The Chair of Design will work closely with the VP of Communications in various initiatives including the bulletin boards, social media, and event promotions. The Chair of Design will meet with the VP of Communications at least once a month to coordinate the communications plan for the following month. This position will require someone who is creative, artistic, passionate about visual communications and demonstrate resourcefulness and commitment to providing quality information to SNDA members.

Duties include:

- Assist the VP of Communications with creating resources such as flyers, posters, and special projects
- Update the bulletin boards in BHS (in front of the Nutrition Sciences office) monthly with nutrition-focused information using creative and fun designs
- Assist in composing social media messages and campaigns
- Assist in promoting SNDA events via social media
- Other duties as necessary

Skills desired and developed:

- Creative thinking and artistic skills
- Good writing skills
- Proactive and resourceful
- Timely and able to meet deadlines
- Good communication skills

Media and Historian Committee Member

Reports to: SNDA VP of Communications

Expectations:

The Media and Historian Committee Members will work closely with the VP of Communications in ensuring media coverage of every SNDA event and activity. If you have an eye for photography and are able to capture the excitement of an event and its attendees, then this role is for you!

Up to 2 media and historian positions are available. All pictures taken will be submitted to the VP of Communications, which may be used for social media promotions or archived for future SNDA campaigns.

Note: This position will require the member to have his or her own tool for taking pictures such as a camera phone or digital camera. They will be responsible for submitting their photos.

Duties include:

- Coordinate a schedule and commit to assigned events for media coverage
- Take pictures at SNDA events or activities
- Submit pictures to the VP of Communications
 - Communicate with other committee members and the VP of communications for any schedule conflicts

Skills desired and developed:

- Reliable and committed
- Like taking pictures
- Photography skills a plus!
- Positive and up beat attitude
- Good communication skills
- Ability to export digital pictures from their camera and upload to an online application

Active Member Awards Ceremony (AMAC) Chair

Reports to: SNDA VP of Activities

Expectation:

The AMAC Chair will work closely with the UNLV SNDA VP of Activities in planning and hosting the Active Member Awards Ceremony to be held at the end of the Spring semester..

Duties include:

- Maintaining open communication with event planning team (to include SNDA VP of Activities with guidance from the SNDA President)
- Attending meetings
- Event/activity planning
- Marketing the event
- Event set-up and decorating
- Supervising the event and use of equipment
- Keeping time during event
- Preparing speakers
- Event clean-up
- Other duties as assigned

Skills desired and developed:

- Team Player
- Great communication skills
- Well-organized
- Excellent time management
- Event planning PASSION or experience

Active Member Awards Ceremony (AMAC) Committee

Member Reports to: SNDA VP of Activities

Expectation:

The AMAC Committee will assist and support the AMAC Chair and the UNLV SNDA VP of Activities in planning and hosting the Active Member Awards Ceremony to be held at the end of the Spring semester.

Duties include:

- Attending meetings
- Assist with event/activity planning
- Assist with marketing the event
- Assist with event set-up and decorating
- Assist with event clean-up
- Other duties as assigned

Skills desired and developed:

- Team Player
- Great communication skills
- Well-organized
- Excellent time management
- Event planning PASSION or experience

SNDACES Chair

Reports to: SNDA VP Activities

Expectation:

The SNDACES Chair will be dedicated to promoting physical activity throughout the organization.

The chair should also be willing to plan an event for the organization that promotes physical activity at all levels. For example, helping members train for and complete a local 5K run/walk, starting up an intramural team for members, or planning an outdoor hike for members. The SNDACES Chair has the option to coordinate activities around other key events. For example, a Fun Run to kick off National Nutrition Month.

SNDACES Chair will also be expected to market the activity to members as well as other students on campus.

Comprehensive duties:

- Maintaining open communication with SNDACES team members, including UNLV SNDA President and VP Activities
- Attending meetings
- Event/activity planning
- Supervising/leading/directing a run or stretches
- Marketing
- Other duties as assigned

Skills desired and developed:

- PASSION for exercise, and exercise experience
- Fitness knowledge
- Team Player
- Positive, kind, and friendly attitude
- Great communicator
- Excellent observation skills

Head of Content

Reports to: SNDA VP of Communications

Expectation:

The Head of Content will be responsible for posting to the UNLV SNDA Blog. The topics of blog posts should be centered around Nutrition and/or UNLV SNDA activities and events. Examples included: recaps of past events, future happenings, nutrition tips, topics of interest to students, news, and interviews.

The Head of Content should be willing to write 4-8 postings per month and keep a record of ideas for future postings. This position will require communication with the President, VP Activities, VP Communications, Academy Liaisons, Media Historian, and Chairs of the various activities.

Comprehensive duties:

- Gather content and information from officers and chairs within the organization
- Attending SNDA meetings and committee meetings to stay informed
- Creation of blog posts
- Tracking of blog engagement
- Managing comments
- Other duties as assigned

Skills desired and developed:

- Excellent writing skills
- Positive, kind, and friendly attitude
- Great communicator
- Ability to generate new ideas

Academy Liaisons

Reports to: UNLV SNDA President

Expectation:

The Academy Liaison serves as a point of connection between UNLV SNDA and our profession organizations at the local, state, and national level. This includes Nevada Academy of Nutrition and Dietetics and Academy of Nutrition and Dietetics.

The Academy Liaison will stay informed of events and services available within these professional organization and report topics of interest to the officers and members. They will be able to attend Nevada Academy of Nutrition and Dietetics officer meetings and member meetings.

The Academy Liaisons can distribute information through email, social media, and the UNLV SNDA website blog.

Comprehensive duties:

- Report topics of interest to UNLV SNDA officers and members
- Attend Southern Nevada Dietetic Association meetings. (often held on weekends or evenings)
- Be a registered student member with the Academy of Nutrition and Dietetics (annual cost)
- Be a member of Nevada Academy of Nutrition and Dietetics
- Give updates at UNLV SNDA meetings as requested
- Fulfill additional requirements as outlined for servings as an UNLV student liaison with the Academy
<http://www.eatrightpro.org/resource/membership/student-member-center/get-involved/become-a-student-liaison>
- Other duties as assigned

Skills desired and developed:

- Team Player
- Diligent note taker
- Schedule flexibility
- Enjoys networking with professional dieticians
- Positive, kind, and friendly attitude
- Great communicator
- Excellent observation skills

Food Pantry Chair

Reports to: UNLV SNDA president and Mckenzie Mayor (Food Pantry Coordinator)

Expectation: The Food Pantry Chair will be responsible for reporting to the SNDA president and Food Pantry Coordinator and completing tasks as assigned. They will be responsible for checking in weekly at the food pantry and making sure the SNDA table is current and up to date. The position will be responsible for giving any updates about the food pantry to the SNDA members and officers.

Comprehensive duties:

- Updating SNDA table located in the food pantry
- Give updates to SNDA officers/members as requested, for pantry related information and events.
- Weekly check-ins at the food pantry to ensure everything is up to date.
- Keeping track of inventory
- Other duties as assigned

Skills desired and developed:

- Well organized
- Motivated and reliable
- Creative thinking
- Good writing skills
- Good communication skills

Right-hand Chair (Officer assistant)

Reports to: UNLV SNDA president

Expectation: The Right-hand Chair will be responsible for completing tasks as assigned by the president which may include assisting other officers with various tasks. They will also be responsible for attending SNDA and committee meetings in order to stay informed of upcoming events and important announcements. The Chair will also need to maintain open and good communication with officers for the assigned duties and tasks.

Comprehensive duties:

- Attend SNDA meetings and committee meetings to stay informed of upcoming events and important announcements.
- Maintaining open communication with officers for assigned tasks and duties
- Other duties as necessary

Skills desired and developed:

- Reliable and committed
- Good communication skills
- Maintain privacy of SNDA information
- Good writing skills
- Detail-oriented

Food Insecurity Position

Reports to: UNLV SNDA VP of Activities

Objective:

The objective is to elect a member who's responsibility encompasses communicating all campus and community opportunities to lessen food insecurity at UNLV.

Expectations:

In this position, the chosen member would be expected to gather opportunities for discounts and donations for other members. Responsibilities also include communicating these opportunities in monthly meetings and newsletters. Special attention should be paid to opportunities around campus. Events where food offerings are provided to students and staff should be promoted. The member in this position should seek campus opportunities for food giveaways, clothing/item donations, transportation deals, housing discounts and any kind of financial assistance (i.e.: utility programs, student discounts available in the community, health center offerings, etc..). This position should also be well versed in the workings of our very own food bank and be able to communicate its services available to other members and students/staff.

Comprehensive duties:

Some responsibilities include but are not limited to:

- Research campus and community opportunities
- Communicate opportunities in a timely and professional manner
- Report to SNDA VP on a weekly basis with any major updates
- Answer member questions regarding upcoming opportunities
- Additional duties as necessary

Skills desired and developed:

- Tech savvy
- Well organized
- Detail oriented
- Team player
- Excellent time management skills
- Masterful Communication skills