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FUELING VICTORY

CPSDA Board of Directors Roles and Responsibilities

President:

- Lead the Board of Directors in moving forward with the organization's strategic vision
- Create a succession plan for board leadership transition
- Comply with the organization's by-laws
- Assist Executive Director in sponsorship management

Vice President:

- Ensure strategic plan direction and activation
- Oversee Ambassadors and coordinate travel and advocacy
- Identify and develop strategic relationships with parallel organizations
- Assist with board leadership effectiveness

Secretary & Membership Chair:

- Create membership communication plan with Executive Director
- Oversee Advanced Practice Workshop including site location, selection of presenters and creating presentations
- Assist with Find a Sports RD program through Drug Free Sport
- Ensure meetings are effectively organized and minutes are documented

Treasurer:

- Manage all financial areas for the organization
- Work with accountant on bill payments, reimbursements, tax forms and payroll
- Forecast annual revenue and expenses
- Assist with Muscle Milk Nutrition Coach program

Annual Conference:

- Coordinate and oversee Annual Conference Planning Committee to develop a high level learning agenda, attain all speakers and manage speaker contracts
- Arrange all meals and special event menus within stated budget for the Annual Conference
- Compile and analyze Annual Conference evaluations
- Work with Executive Director in selecting a location for future conferences

Professional Development & Student Programming Chair:

- Engage student members within the organization
- Manage student leaders on semi-annual student newsletter
- Direct the Gatorade Sports Nutrition Immersion Program (SNIP) with Co-director
- Oversee Scholarship Committee for scholarships awarded at Annual Conference
- Oversee Sports Nutrition Boot Camp including site location, selection of presenters and creating presentations

Advocacy & Career Development Chair:

- Manage the development of tools for professionals to use in practice
- Coordinate all job posting on the CPSDA listserv
- Maintain a current and historical tracking of job growth in collegiate, professional and military
- Create materials that help our professionals communicate their value
- Communicate with Ambassadors on advocacy
- Assist with Advanced Practice Workshop

Research and Education Chair:

- Ensure relevancy of the Research Library
- Host Human Kinetics webinars
- Plan and host Expert Session discussions
- Proactively create and distribute surveys to generate CPSDA-ownable content
- Oversee the creation of infographics to represent research from the Research Library
- Collaborate with Communications Chair to ensure all content is distributed efficiently and effectively

Communications Chair:

- Work with Executive Director and President to develop and execute the marketing plan
- Create and distribute the member newsletter
- Increase social media footprint
- Enhance membership recognition on social media
- Proactively pitch media stories that feature CPSDA content, information or access to members