

---

**CORE FUNCTION: Governance of the Profession**



**SUBJECT: Description of Academy Committees**

---

Effective Date: 6/1/03  
Revision Date: 12/15  
Review Date: 12/16

**POLICY:** Committees of the Academy provide an opportunity for members to participate in committee work activities that benefit members. Committees are permanent organizational units within the structure of the Academy. As of June 1, 2014, committees are no longer designated to be either a HOD, BOD or Joint BOD/HOD committee. Rather, they are referred to as Academy committees of which there are 24 standing committees. All committees are appointed except for three committees, which are elected: Board of Directors Executive Committee, HOD Leadership Team, and Nominating Committee.

The Speaker-elect and the President-elect, in collaboration with the chair of the Nominating Committee and staff, appoint committee members annually utilizing the results of the Opportunities to Serve survey conducted in January-February. Appointments are made in March and the membership is notified of these appointments in May. Members are chosen according to expertise, skills and needs of the committee to address its charge.

The Board of Directors may establish a new committee as needed and may disband a committee that no longer meets the overall needs of the Academy. Committees are evaluated every three years by the Board to confirm the need for them to continue or to be modified or disbanded. The Board provides general oversight to all committees; however, committees that address a professional issue will confer with the HOD Leadership Team (similar to the role of HOD to govern the profession) and the Board will provide input on organizational issues related to the work of a committee (similar to its role in governing the organization).

Committees maintain a procedural manual that details activities, procedures, forms, and other materials utilized by the committee. These procedures are reviewed annually to assure that they continue to meet the needs of the committee members and the needs of membership. Revisions are made as needed.

All committees establish goals for each program year. The goals are designed to support the strategic plan of the Academy and are shared with the Board of Director on a yearly basis, along with updates.

## Academy of Nutrition and Dietetics Committee Descriptions

---

All committees and task forces of the Academy can be found on-line using the following pathway: [www.eatright.org](http://www.eatright.org) > Members > Governance > Leadership Directory.

### ➤ Academy Political Action Committee (APAC)

The Academy's Political Action Committee (ANDPAC) was founded in 1981 to supplement the Academy's government relations program by providing an avenue for involvement in the political process. The ANDPAC supports candidates seeking election or incumbents in federal office who can advance the Academy's legislative and public policy priorities. ANDPAC is a separate segregated fund of the Academy of Nutrition and Dietetics and is the only political action committee focused on food, nutrition and health issues. ANDPAC is governed by a nine-member Board of Directors and adheres to its own bylaws. The Academy President-elect and Speaker-elect will appoint the committee for staggered three-year terms.

#### *Functions*

- Enhance the Academy's visibility with policy makers and increases our influence in political venues.
- Empower Academy members to gain critical access to current and future policy makers by allowing them to meet with elected officials at local events.
- Support Members of Congress and candidates who champion nutrition issues.
- Develop, implement, monitor and evaluate ANDPAC's strategic operating plan based on environmental scanning, LPPC's goals and objectives and the Academy's strategic direction.
- Support the legislative priorities established by the Legislative Public Policy Committee and the board of directors.

**Time Commitment:** Meets two times per year (PPW, and another designated time); all expenses paid by the Academy (travel, lodging and per diem). The committee meets via conference call monthly. The amount of time per month to work on committee projects would be around 3-4 hours.

### ➤ Academy Positions Committee (APC)

The Academy Positions Committee consists of ten (10) members of the Academy appointed for three-year staggered terms. The committee oversees the development process for new position papers and regularly reviews and updates existing Academy position papers. The committee also oversees the development and updating of practice papers.

The Academy defines a position as "a statement of the Academy's stance on an issue which impacts the nutritional status of the public, is derived from pertinent facts and data, and is germane to the mission, vision, values, and strategies of the Academy."

Practice papers are evaluative summaries of scientific information and/or practical application that address member-identified practice topics. They are meant to provide key opportunities for critical reasoning and quality improvement in nutrition and dietetics practice and to include peer-reviewed perspectives from content experts, employers, and alliance groups of the Academy of Nutrition and Dietetics.

#### *Functions*

- Serve the public by developing and disseminating position papers of the Academy that assist in promoting optimal nutrition, health and well-being
- Initiate and monitor the development of new Academy position papers and practice papers
- Regularly review and update existing Academy position and practice papers.

**Time Commitment:** Meets two times per year (summer, FNCE); all expenses paid by the Academy (travel, lodging and per diem). Committee meets via conference call 3-4 times per year. The amount of time per month to work on APC would be approximately 6-8 hours.

### ➤ Appeals Committee

The Appeals Committee is comprised of three (3) members of the Academy including a chair. The term of office is one (1) year, but re-appointment is acceptable up to three (3) years. Current members of CDR, ACEND, the Board of Directors and the Foundation are unable to serve on this committee.

Functions:

- Serve as the final decision making body for appeals of decisions by the Academy that affect appellant members or applicants for membership.
- Serve as the final decision making body for appeals of decisions by the Commission on Dietetic Registration related to appellant's registration, continuing education credits, or other appealable subject matter.
- Convene a hearing, if necessary, to resolve an appealable decision by the Academy or CDR.

**Time Commitment:** The committee does not meet in person and is convened via conference call when an appeal has been submitted for action. Typically, the committee meets on an issue possibly one to two times per year. The time involved may be 2-5 hours per year.

### ➤ Committee for Professional Development

The Committee for Professional Development is responsible for the review and selection of educational sessions (core programming) for the annual Food & Nutrition Conference & Exposition™ (FNCE®). Additionally, the committee guides all other Center for Professional Development programming by using the Academy Strategic Plan, CDR's portfolio aggregate data and HOD trends analysis. The Academy value of "lifelong learning" guides the committee in their work to develop and promote opportunities which enhance members' knowledge and skills in expanding and evolving practice environments.

The committee is composed of ten to fourteen (10-14) members, including representation from, but not limited to, the Board of Directors, the House of Delegates, a Dietetic Technician, Registered and the FNCE® host city/state. Appointees will apply varied backgrounds and work expertise to the committee to provide diversity in program evaluations.

*Functions*

- Direct the annual call for educational sessions and select core educational program at FNCE®.
- Develop educational tracks for FNCE®.
- Ensure FNCE® programming aligns with the Academy's mission, vision, strategic plan, HOD Mega Issues and other key hot topics.
- Provide oversight and guidance for educational programming offered through the Academy Center for Lifelong Learning, including webinars, online learning and the Nutrition Focused Physical Exam Hands-On Training Workshops.
- Develop Leadership efforts offered by the Academy, including the designated educational track at FNCE®, the online certificate of training program, and other core educational programming.

**Time Commitment:** Attendance at FNCE® events is required annually during the term of office, which includes onsite participation in a two hour Committee meeting. Committee members receive comp registration and shared housing for three nights during FNCE®, plus support for travel and subsistence. Attendance at a planning meeting in Chicago (typically the last week of January); all expenses paid by the Academy (travel, lodging and per diem). Committee meets via conference call 10 times per year. The amount of time per month to work on committee projects would be around 4-10 hours depending.

### ☞ Committee for Public Health/Community Nutrition

The Public Health/Community Nutrition Committee in collaboration with other Academy organizational units will promote and support issues and activities related to public health nutrition and community nutrition that impact the profession and the Academy. The Public Health/Community Nutrition Committee is comprised of seven (7) Academy members with expertise in public health nutrition and community nutrition (e.g., food and nutrition security, environmental change, health equity and cultural competence). One member from the Board will be appointed to serve as the communication link to the HOD and BOD. The remaining six members will be Academy members working in the areas of public health nutrition and community nutrition. One member appointed will be in practice for less than seven years. And, two members will be appointed to serve as liaisons to the Public Health and Community Nutrition DPG (PHCNDPG) and Hunger and Environmental Nutrition DPG (HEN DPG). All members will be appointed for staggered three year terms.

#### *Functions*

- Oversee the HOD and BOD Action Plan for public health nutrition and community nutrition and collaborate with Academy organizational units and external organizations to achieve the desired outcomes for the profession of nutrition and dietetics and the Academy.
- Seek input and feedback from relevant Academy organizational units and external organizations on issues related to public health nutrition and community nutrition.
- Provide direction to the profession for pursuing job opportunities in public health nutrition and community nutrition.

**Time Commitment:** Meets one time per year and will conduct the remainder of business via teleconference and e-mail. All meeting expenses are paid by the Academy (travel, lodging and per diem). The amount of time per month to work on committee projects may be around 6-8 hours.

### ☞ Consumer Protection and Licensure Subcommittee (CPLS)

The Consumer Protection and Licensure Subcommittee (CPLS) is a sub-committee of the Legislative and Public Policy Committee (LPPC). It guides the strategy of the Academy of Nutrition and Dietetics' advocacy and public policy work in the area of consumer protection and licensure, consistent with the Academy's mission and vision and supports the LPPC in achieving the Academy's advocacy efforts and policy initiatives. Specifically, the CPLS assists with the Academy's efforts to ensure that consumers have assured access to qualified nutrition professionals who demonstrate the knowledge, skill and competency necessary to provide safe and ethical nutrition therapy. In addition, the CPLS works to develop and provide affiliates and members with the tools needed to develop and protect strong professional regulation. The subcommittee consists of seven (7) members of the Academy in addition to two ex-officio members who represent the Commission on Dietetic Registration (CDR) and the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Academy's President and Speaker of the House of Delegates appoint members for staggered three-year terms.

#### *Functions*

- Develop, advance, and evaluate the Academy's consumer protection and licensure strategy.
- Revise and update the Model Practice Act and provide guidance for model regulations.
- Foster collaboration and consensus between affiliates and the Academy regarding potential bill language and proposed amendments.
- Recommend professional development sessions for CLEAR, PPW, FNCE and other Academy educational events.
- Identify challenges and solutions to changes in the state and national licensure environments.
- Guide the LPPC in discussions and deliberations related to consumer protection and licensure.

**Time Commitment:** Meets 1 time per year; all expenses paid by the Academy (travel, lodging and per diem). Committee meets via conference call monthly. The amount of time per month to work on committee projects approximates 4-6 hours.

### ➔ Council on Future Practice

This Council works in collaboration with the Commission on Dietetic Registration (CDR), Accreditation Council for Education in Nutrition and Dietetics (ACEND) and Nutrition and Dietetics Educators and Preceptors (NDEP) to project the future practice needs for the profession of nutrition and dietetics. Each of these organizational units (future practice, education, credentialing and accreditation) represent the four critical segments necessary for producing new practitioners, as well as assisting experienced practitioners to move up the career ladder.

The organizational unit is comprised of ten (10) Academy members who represent the practice, credentialing and education communities. One member from CDR and one member from the NDEP will be included and will be appointed for a one (1) year term. ACEND will appoint an individual yearly, who will serve as an ex-officio, non-voting member of the Council. This position will be consultative in nature. This ex-officio member will participate in Council conference calls or meetings as requested. One member from the Board of Directors will be appointed by the Speaker to serve as the communication link to the HOD and BOD and will be appointed for a two (2) year term. A fifth member will be appointed by the HOD Leadership Team (HLT) to represent young members in practice for 5-10 years (i.e. affiliate Recognized Young Dietitian of the Year or At-large Delegate: Under 30 Years of Age). The young member will be appointed for a two (2) year term. The remaining five (5) voting members will be appointed to the Council by the HLT for three (3)-years.

#### *Functions*

- Ensure the viability and relevance of the profession of nutrition and dietetics via engaging in a visioning process to initiate recommendations for general practice roles, specialist practice roles and advanced practice roles.
- Identify future specialist and advanced practice roles to meet emerging practitioner and marketplace needs.
- Seek input and feedback from relevant Academy organizational units on issues related to future practice roles.
- Coordinate with ACEND, CDR, NDEP and other Academy organizational units to communicate and collaborate to determine current and future practice, credentialing, and education recommendations.
- Monitor the intended and unintended consequences of implementing current and future practice, credentialing and education recommendations.

Each year, the Council will identify the gaps to be filled during the appointment process for ensuring the needed expertise and adequate representation of differing perspectives. This information plus the names of potential candidates will be forwarded to HLT.

**Time Commitment:** Meets two times per year (summer, winter); all expenses paid by the Academy (travel, lodging and per diem). The Council meets via conference call 6-8 times per year. The amount of time per month to work on Council projects is about 8 hours.

## ➤ Council on Research

The Council on Research will exist to enhance communication and alignment of the Academy's research efforts. To achieve this, the chairs of the Evidence Based Practice Committee (EBPC), the Dietetic Based Practice Research Network (DPBRN) Oversight Committee, and the Nutrition Care Process and Terminology Committee (NCPTC) will sit on the Council. Additionally, standing positions from the areas of legislative and public policy, nutrition services delivery and payment, the Academy of Nutrition and Dietetics Foundation, the Research Dietetic Practice Group (DPG), and researchers from academia, government, and industry will serve on the Council. The committee will be composed of ten (10) members representing areas just described. The Council will be selected annually by the President-elect and Speaker-elect. These appointments will be for one-year term, but members may be appointed for multiple years, not to exceed three-years.

### *Functions*

- Guide the EBPC, the DPBRN Oversight Committee, NCPTC in research activities that will fulfill the needs of the membership, legislative and public policy, position papers, quality management, and coding and coverage issues.
- Enhance the alignment, coordination, and communication between research related organizational units, the Research DPG, the Academy of Nutrition and Dietetics Foundation, and the Academy at large in research activities.
- Ensure the viability and relevance of Academy driven nutrition and dietetics research projects (systematic reviews, comparative effectiveness research, validation and reliability research, and nutrition and dietetic specific clinical trials) by engaging in visioning processes to initiate recommendations to the EBPC, the DPBRN Oversight Committee, and NCPTC.
- Collaborate with the Council on Future Practice to determine research to support the future professional needs.
- Seek input and feedback from relevant Academy organizational units on issues related to future Academy research efforts.
- Develop the annual FNCE Research Symposium.
- Coordinate with Legislative and Public Policy Committee, Academy Positions Committee, Nutrition Services Payment Committee (formerly the Coding and Coverage Committee), Quality Management Committee, Nutrition and Dietetics Educators and Preceptors (NDEP), Commission on Dietetic Registration (CDR), Accreditation Council for Education in Nutrition and Dietetics (ACEND), Research DPG, the Foundation and other Academy organizational units to communicate and collaborate to determine current and future Academy research needs.
- Monitor the intended and unintended consequences of implementing current and future research related methodologies and recommendations.

**Time Commitment:** Meets twice a year and will conduct the remainder of the business via teleconference.



### ⇒ Dietetics Practice Based Research Network (DPBRN) Oversight Committee

The Dietetics Practice Based Research Network (DPBRN) Oversight Committee oversees the development and implementation of projects and initiatives of the DPBRN, including selecting which projects use the network, serving on project planning groups and educational efforts around practice based research and member engagement. The committee is comprised of ten (10) members of the Academy. The members will represent DPGs with research agendas, participants and investigators in DPBRN projects, respected researchers in nutrition, an educator, the federal government and Clinical and Translational Science Awards (CTSA) structure and an international researcher/practitioner. The President-elect and Speaker-elect jointly appoint the committee for staggered three-year terms. The chair of the DPBRN will also sit on the Council on Research to help coordinate activities with the Nutrition Care Process and Terminology and Evidence Based Practice Committees.

#### *Functions*

- Determine strategic direction of DPBRN including prioritizing projects to be executed and educational initiatives to be conducted;
- Serve on planning groups for selected projects along with project investigators;
- Collaboratively publish and disseminate the results of the projects.

**Time Commitment:** Meets 1 time per year (summer); all expenses paid by the Academy (travel, lodging and per diem). Committee meets via conference call 10-11 times per year. The amount of time per month to work on committee projects would be around 4-5 hours.

### ⇒ Diversity Committee (DC)

The Diversity Committee recommends policies and strategies to enhance the recruitment and retention of and leadership development for individuals from underrepresented groups as identified by the Academy. The committee also serves as a resource or partner with other Academy units working on diversity projects while striving to increase members' understanding and awareness of issues related to diversity and cultural competency through activities that support the Academy's diversity strategic plan.

This committee will consist of no more than eight (8) members of the organization, including a Vice Chair, Chair, and Past-Chair, and one (1) House Leadership Team (HLT) Liaison. Diversity Committee members shall be appointed by the President-elect and Speaker-elect from the membership at large, supporting the Academy's values of diversity and inclusivity.

Each committee member will be limited to a two-year term. The President-elect and Speaker-elect will appoint a Diversity Committee member who is completing their first or second year to serve as Vice Chair, or Chair-elect. This individual may serve a maximum of four or five years (member for one or two years, Vice Chair, Chair, and then Past-Chair).

#### *Functions*

- Review and provide guidance on recruitment and retention initiatives focused on individuals from underrepresented groups as identified by the Academy.
- Review and provide guidance on leadership development initiatives focused on individuals from underrepresented groups as identified by the Academy.
- Collaborate with Academy organizational units as needed to provide diversity-focused feedback on programs, products or services.
- Provide periodic reports to the BOD and HOD.

**Time Commitment:** Meets one time per year (Summer/Fall); all expenses paid by the Academy (for lodging, transportation, per diem). Committee meets via conference call 4-5 times per year. The amount of time per month to work on committee projects would be around 2-3 hours.

### ➔ Ethics Committee (EC)

The Ethics Committee is a three-person committee, comprised of members of Academy and/or the Commission on Dietetic Registration (CDR) credentialed practitioners, to monitor and enforce the professional Code of Ethics for the profession. One member will be appointed each by the Academy President-elect, the Chairperson of the CDR and the Speaker of the House of Delegates. Terms of office will be for three years, which are staggered. Chairmanship of the committee rotates yearly between the three committee members. A member will serve as chair during the third year of the 3-year term.

#### *Functions*

- The Ethics Committee is responsible for reviewing, promoting, and enforcing the code.
- The committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the code.

**Time Commitment:** Meets one time per year (FNCE); all expenses paid by the Academy (travel, lodging and per diem). Committee meets via conference call 6 times per year. The amount of time per month to work on committee projects would be around 4-6 hours.

### ➔ Evidence-Based Practice Committee (EBPC)

The Evidence-Based Practice Committee (EBPC) oversees the development and dissemination of the Evidence Analysis Library (EAL) and related products. This includes development of systematic reviews, evidence-based nutrition practice guidelines, and all products based on the result of systematic reviews. The charge of the committee is to ensure that the work of the EAL aligns with the Academy of Nutrition and Dietetic's mission aimed at empowering members to be food and nutrition leaders, through research, education, and advocacy. The committee is comprised of ten (10) voting members including one liaison member representing the Board of Directors who serves the committee for one year. The Academy President-elect and Speaker-elect jointly appoint the committee for staggered three-year terms; and a vice-chair who is typically selected from among committee members who have served one year on the committee. The intent of the EBP committee is to represent a continuum of care and the voting members who have or are practicing in acute care, long-term care (i.e., rehabilitation, home care), ambulatory care (i.e., hospital outpatient care, medical home, private practice), public health, education and research.

#### *Functions*

The committee functions follow.

1. Determine principles and priorities for development of systematic reviews and evidence-based products.
2. Establish and evaluate the evidence analysis (systematic review) and evidence-based nutrition practice guideline process.
3. Review and vote on approval of evidence-based nutrition practice guidelines and related products developed from evidence analysis (systematic reviews).
4. Appoint work groups for evidence analysis (systematic review) and evidence-based nutrition practice guideline development.
5. Review and provide comment on external items that may impact the EAL. This may include but is not limited to other Academy Department products and external organization publications.
6. Assist in the resolution of barriers that inhibit any functions or processes of EAL work from moving forward.



7. Promote relevance of EAL to members, students, internal and external organizations, and all key stakeholders.
8. Support the collaboration of the EAL with other Academy units and external organizations.

**Time Commitment:** Meets 1 time per year (summer); all expenses paid by the Academy (travel, lodging and per diem). Committee meets via conference call 10-11 times per year. The amount of time per month to work on committee projects would be around 3-5 hours.

### ⇒ Finance and Audit Committee

The Finance and Audit Committee is comprised of the Treasurer who serves as Chair; President-elect; Speaker-elect; Treasurer-elect; Past Treasurer, Academy Foundation Chair; one at-large HOD members and one member at-large with financial backgrounds. CDR and ACEND will each have a representative and the Academy's Chief Executive Officer will be included as ex officio members.

#### *Functions*

- Recommends allocation of Academy resources to achieve strategic and operating objectives.
- Monitors financial performance and recommends adjustments as necessary.
- Presents the final budget to the full Board of Directors.

**Time Commitment:** Meets up to two times per year (spring and fall); all expenses paid by the Academy (travel, lodging and per diem). The committee meets via conference call up to 10 times per year. The amount of time per month to work on committee projects would be around 3-5 hours.

### ⇒ Honors Committee

The Honors Committee is comprised of the following Academy members: the immediate Past President who serves as Chair; three former Academy national honors and award recipients, including a past Copher Award recipient; a Nutrition and Dietetic Technician, Registered; one BOD Director-at-Large; three Academy members, including one new practitioner (practicing dietetics for seven years or less); and, the immediate past Honors Committee Chair as an ex-officio member. The terms of service on the committee shall be limited to two years, serving staggered two-year terms to ensure consistency. Committee members may be reappointed.

#### *Functions*

- Review nomination packets and recommend recipients for the Academy's national honors and awards.
- Solicit nominations for national honors and awards.
- Evaluate Academy's national honors and awards process.
- Review proposals for new Academy national honors and awards.
- Serve as a joint jury (two Honors Committee members and two International Food Technology [IFT] delegates) for review and selection of the Academy/IFT Trailblazer Award recipient.

**Time Commitment:** No face-to-face meeting is budgeted. The committee meets via conference call 4-5 times per year. The bulk of the work occurs in February and March when the awards packets need to be reviewed (an average of 30 packets is reviewed by each member; allot 30 minutes per honor packet for review).

## ➔ Interoperability and Standards Committee

Interoperability and Standards Committee is comprised of seven (7) Academy members who exhibit experience in health systems analytics, health care terminology, and electronic health record (EHR) design and implementation. Members are appointed for three year staggered terms, with the past Chair serving as an ex-officio member. Members will be expected to have the ability (or develop the ability) to interpret and analyze XML, UML, HL7 Implementation Guides and ballots. The key mission of this committee is to create and define nutrition content in health information technology standards to enable nutrition data inclusion across all areas of the health care continuum.

Committee members work with national/international professional organizations that develop health information technology standards to improve health information sharing and interoperability. These organizations typically include Health Level Seven International ([HL7](#)), International Health Terminology Standards Development Organization ([IHTSDO](#)), the US Department of Health and Human Services [Office of the National Coordinator](#) for Health Information Technology (ONC), ONC's Standards and Interoperability Framework (S&I), the National Library of Medicine's Value Set Authority Center ([VSAC](#)) along with other industry consortia groups. Influencing standards developed by HL7 working groups represent the core focus of activity for this committee, These activities require the expertise of nutrition content experts as well as individuals with an informatics expertise and background to help ensure that nutrition is in Members with experience and/or positions in health information systems analysis, support, training and implementation may be well suited for this committee.

### *Functions*

- Research, monitor and participate in the activities of HL7 Work Groups that impact nutrition and dietetics.
- Review and prepare HL7 standards ballot comments (which regularly occur in January, May and September) to submit on behalf of the Academy.
- Collaborate with other Academy committees, work groups and staff, as well as other industry stakeholders.
- Engage in Academy members' education to bridge Health Information Technology standards and dietetic practice.

### **Time Commitment:**

- Meets face-to-face up to two times per year (summer, winter), including a joint meeting with the Nutrition Informatics Committee; all expenses paid by the Academy (travel, lodging and per diem).
- The committee meets via conference call monthly (1-to-1-1/2 hours). Members participate in regular HL7 workgroup calls as assigned and may participate in Office of the National Coordinator Standards and Interoperability Framework Initiatives. The amount of time per month to participate in other calls and work on committee projects would be at least 10 hours. Chairs and vice chairs attend HL7 Working Group meetings as time and budget allows (3 week long meetings per year).

### ➤ Legislative and Public Policy Committee (LPPC)

The Legislative and Public Policy Committee (LPPC) guides the establishment of the Academy's public policy work including, but not limited to, activities related to federal and state public policy, legislative, and regulatory issues. The LPPC consists of nine (9) volunteer leaders who serve a staggered three-year term. The President-elect, Speaker of the House and Academy Public Action Committee Chairman serve as ex-officio members for a one-year term. Appointments to the committee follow the calendar year (January-December) and are made by the President and Speaker.

#### *Functions*

- Oversee the Academy's advocacy strategies and stances in public policy priority areas.
- Support effective advocacy representations and efforts.
- Participate actively in monthly meetings and during FNCE and the Public Policy Workshop (PPW).
- Identify Academy expertise and resources in priority areas.
- Identify opportunities to advance nutrition and dietetics in public policy and grassroots initiatives.
- Seek information, positions and guidance of other Academy committees, task forces, workgroups and teams.

**Time Commitment:** Meets two times per year (PPW, and another designed time); all expenses paid by the Academy (travel, lodging and per diem). Committee meets via conference call 10 times per year. The amount of time per month to work on committee projects would be around 4-6 hours.

### ➤ Member Services Advisory Committee (MSAC)

The Member Services Advisory Committee (MSAC) provides member-focused feedback on new and current Academy membership benefits, services, programs and products in order to ensure that current and prospective members view Academy membership as vital to professional success. The committee is composed of twelve (12) members serving two-year terms, appointed by the president-elect and speaker-elect. MSAC members are to include: Active category members, ensuring at least one NDTR; recent graduates who have been Active category members for 7 years or less; Retired and International members; and additional membership groups as needed.

#### *Functions*

- Review and provide guidance on Academy membership benefits, programs, products and/or services.
- Collaborate with Academy organization units as needed to provide member-focused feedback on programs, products or services.
- Make recommendations focused on grassroots efforts to engage members and build membership.
- Make recommendations to the BOD and HOD regarding changes in membership categories or qualifications, dues and membership benefits.
- Provide qualification guidance on special case membership applications.

**Time Commitment:** Meets one time per year. Financial support for travel, lodging and per diem is provided. Committee meets via conference call to conduct business. The amount of time per month to work on committee projects would be around 4-5 hours.

### ➤ Nutrition Care Process and Terminology Committee (NCPTC)

The committee is comprised six (6) Academy members including one (1) board representative. The members on the committee represent individuals who have used the Nutrition Care Process Terminology in practice or research. Members will be appointed for three-year staggered terms.

The charge to the committee is related to advancing the Academy's strategic goals aimed at increasing demand for and utilization of services provided by members, and empowering members to compete successfully in a rapidly changing environment.

It is recognized that actual publication, pricing, distribution, copyright and other matters related to all work initiated by this committee may be handled by other administrative teams of the Academy as may be most appropriate (i.e., publications, website, professional development).

#### *Functions*

- Interfaces with the international nutrition care process community that includes the International NCPT Workgroup to determine needs for the refinement of and changes of activities in the implementation of the Nutrition Care Process that includes incorporation of the Terminology into the Electronic Health Record
- Provides review of the continuing research and development of Terminology to capture the elements of the Nutrition Care Process and other aspects of this system to deal with appropriate coding and related topics.

**Time Commitment:** Meets 1-2 times per year (summer; winter); all expenses paid by the Academy (travel, lodging and per diem). Committee meets via conference call 9-10 times per year. The amount of time per month to work on committee projects is estimated to be about 6-8 hours.

### ➤ Nutrition Informatics Committee (NIC)

The Nutrition Informatics Committee is a committee of eight (8) members (including immediate past-chair in ex-officio role) who represent the areas of practice with expertise in nutrition informatics and areas which are impacted by recent health information technology adoption efforts in the U.S. Members are appointed for three-year staggered terms.

The committee members will be chosen to represent a cross-section of members, with preferences for special knowledge or experience in one or more of the following:

- Informatics Interprofessional competencies
- Academy representation at Healthcare Information Management and Systems Society (HIMSS) Annual Conference and Events as part of a non-profit partnership with the organization.
- Completion of the Academy/AMIA Informatics Education Program (with a focus on nutrition)
- Experience with development, implementation, and management of nutrition content in health information systems (including electronic health records or data registries)
- Experience in mobile application development and use in nutrition care
- Knowledge of regulations driving use of health IT
- Leadership in organizations for informatics related collaboration such as A.S.P.E.N. and ASHP
- Career related experience in informatics related fields
- Demonstrated understanding and knowledge of standardized terminologies, and systems design, hardware, software and user support.
- Ability to serve as an information resource for others using technology and applications.
- Experience in informatics research and collaboration with health care providers to develop new methods for data and information management.

### Functions

- Strategically guide Academy members in the understanding and appropriate use of informatics concepts to evaluate nutrition-focused outcomes.
- Coordinate all of the Academy's nutrition informatics efforts in conjunction with the staff.
- Expand and implement the Program of Work for the Nutrition Informatics Committee.
- **Promote, market and disseminate nutrition informatics information;** Ensure consistent and frequent informatics related communication and collaboration inside and outside of the Academy.
- **Provide leadership in the development of nutrition informatics competencies within and outside the organization**
- Support the Program of Work and tasks of the Interoperability & Standards Committee, where appropriate, including the focus on nutrition data interoperability (data follows the patient) across care settings.
- Provide education and application of informatics concepts across all areas of practice to support efficient, accurate and appropriate nutrition care.
- Support the mission and scope of any appointed workgroups (presently the Consumer Health Informatics Work Group) assigned specific charges related to the work of the committee.

**Time Commitment:** Meets up to two times per year (summer; winter); in person all expenses paid by the Academy (travel, lodging and per diem). Meetings include a joint meeting with the Interoperability and Standards Committee. Committee will meet via conference call monthly (1½ hour calls). The amount of time per month to work on committee projects may be approximately 10 hours

### ➔ Nutrition Services Payment Committee (NSPC)

The Nutrition Services Payment Committee provides oversight and strategic directives for the development, maintenance and communication of nutrition services codes; the integration of nutrition services into emerging health care delivery and payment models; and member education aimed at empowering dietetics practitioners to expand coverage and receive competitive payment for quality nutrition services.

The committee is comprised of no more than nine (9) members of the Academy, with three ex-officio members. The Academy President-elect and the Speaker-elect, with input from members and staff, will appoint the committee for staggered three-year terms to ensure continuity among the group. A second-year member will be considered for appointment to vice-chair, which results in serving as chair in the third year. The committee members will be chosen to represent a cross-section of members, with preferences for special knowledge or experience in:

- emerging health care delivery and payment models
- ambulatory care;
- private practice;
- Medicare or Medicaid RDN provider;
- reimbursement activities at a local or affiliate level;
- private sector health plans/payers, or large institution or hospital nutrition and food services (For example: A multi-facility healthcare system or national food and nutrition services company);
- public policy – (LPPC liaison);
- American Medical Association (AMA) Healthcare Professional Advisory Committee (HCPAC) coding activities and groups (Two members who represent the Academy as liaisons to AMA Current Procedural Terminology [CPT] and Relative Update Committee [RUC] coding groups);
- Academy Board of Directors.

### *Functions*

The committee's work will emphasize coding activities, Medicare Part B MNT issues, activities to support RDNs' efforts to advance coverage of nutrition services in the public and private sectors and efforts to support integration of RDNs and nutrition services in emerging healthcare delivery and payment models. Priority areas of work include:

- Strategically direct the Academy's coding, coverage and payment activities to position RDNs as the most valued source for food and nutrition services.
- Monitor activities and advise Academy member liaisons to the AMA HCPAC: CPT, and RUC groups. Assist in developing AMA-based proposals to expand the range of services that can be reported by RDNs.
- Oversee nomination and selection process for Academy member liaisons to the AMA HCPAC, CPT and RUC groups.
- Strategically direct resource development and interaction with the Academy affiliate and DPG reimbursement representatives.
- Collaborate with LPPC and Policy Initiative and Advocacy (PIA) staff to coordinate member education and outreach on healthcare reform/policy issues related to nutrition services delivery and payment (e.g., Affordable Care Act provisions) for affiliate Public Policy Panel members including reimbursement representatives.
- Provide consultation and feedback on venues to increase members' coding, business, and marketing skills for payment of nutrition services, expansion of nutrition services coverage, and integration of RDNs and nutrition services into emerging health care delivery and payment models.
- Initiate and support activities to promote recognition of RDN provided nutrition services and nutrition codes among internal and external groups such as the Healthier Generation Benefits program.
- Provide input on Academy's public policy messaging and comments to Federal agencies related to health care delivery and payment.
- Collaborate with other Academy committees and organizational units as needed to achieve goals in support of the Academy's Strategic Plan.

**Time Commitment:** Meets one time per year (summer); all expenses paid by the Academy (travel, lodging and per diem). The committee meets via conference call 10 times per year. The amount of time per month to work on committee projects would be around 4-5 hours.

### ➡ **Student Advisory Committee (SAC)**

Academy of Nutrition and Dietetics Student members are represented by the Student Advisory Committee (SAC). The committee consists of eight Student category members selected for a one-year term. The committee helps drive the Academy and the profession forward by voicing the needs and concerns of dietetics students while also encouraging their engagement and involvement in the Academy. Through an annually revised program of work, the SAC reviews and provides guidance on Academy Student member benefits, programs, products or services. The SAC also collaborates with other Academy organizational units as needed to provide feedback on programs, products or services. Additionally, the SAC provides guidance on grassroots Student membership initiatives, as well as reviews and responds to emerging Student membership issues as needed.

**Time Commitment:** Meets one time per year at FNCE (fall); all expenses paid by the Academy (for lodging, transportation, per diem). Committee meets via conference call 2-4 times per year. The amount of time per month to work on committee projects would be appropriately 2-4 hours.



### ⇒ Quality Management Committee (QMC)

The Quality Management Committee (QMC) provides direction for monitoring, developing, approving, evaluating, revising, educating, and maintaining quality management in the practice of nutrition and dietetics in collaboration with various Academy of Nutrition and Dietetics (Academy) organizational units. The QMC consists of a total of fourteen (14) members of the Academy and are appointed by the President-elect and Speaker-elect in collaboration with staff. The committee members will include: twelve (12) at-large members with two (2) members preferably a past Chair of a Dietetics Practice Group (DPG) or a current DPG Delegate, one (1) member appointed from the Commission on Dietetic Registration (CDR) Committee (ex-officio) with consideration of a consecutive three-year term, and one (1) member appointed from the Board of Directors (ex-officio). Terms of office are staggered to ensure continuity, with three new members appointed each year.

#### *Functions*

The core function of the QMC is to provide direction for quality in nutrition and dietetics practice in order to assist in setting policy for the profession. The Committee functions follow:

- Manage Academy documents regarding quality in practice, specifically the Scope of Practice, Standards of Practice, Standards of Professional Performance, Standards of Excellence and its Quality Improvement Metric Tool, Definition of Terms, Scope Of Practice Decision Tool, Quality Brochures, Case Studies and Practice Tips.
- Guide nutrition and dietetic practitioners in performance management through the process, structure and outcomes measures and quality improvement to include goals, strategies and tactics.
- Educate Academy members and serve as a resource on assessing and improving the quality of nutrition and dietetics practice, specifically through education modules and online learning.
- Represent the profession of nutrition and dietetics and the RDN and NDTR credentials through partnerships with national accreditation organizations, accreditation for alliance programs, quality improvement organizations, and through representation of the Academy at external quality focused events.
- Represent the QMC in the staff partner meetings and standing Committee quarterly teleconferences.

**Time Commitment:** The QMC may hold a minimum of one (1) face-to-face meeting per year; all expenses paid by the Academy (travel, lodging, and per diem), and will conduct the remainder of the business via teleconference. Committee meets via conference call 9-10 times per year. Workgroups and Taskforces will meet via conference calls and frequency will depend on the charge and deliverables. The amount of time per month to work on committee, workgroup and taskforce projects is approximately 10-12 hours per month.