



# **ASSOCIATION FOR DIETETICS IN SOUTH AFRICA**

## **TERMS OF REFERENCE**

**Last updated: November 2018**

## PRESIDENT

### **CHARACTERISTICS**

1. The President should be a good listener.
2. The President should be familiar with the duties of the President and the Executive members.
3. The President should know the constitution and other rules of the Association.
4. The President should be familiar with the correct procedures at a meeting.
5. The President should maintain good human relations and communication skills.

### **FUNCTIONS**

1. The President should direct and manage the Association in striving to reach its vision and mission and in the application of its objectives in accordance with the Constitution.
2. The President convenes and chairs all official meetings of the Core and Extended Executive Committees, Management Committee and full meetings of the Association.
3. The President closes or adjourns meetings.
4. The President liaises continuously with the Management Committee, National Office and Executive Committee regarding the handling and finalising of relevant issues.
5. His/her role is to be a guide, referee and co-ordinator of the Executive Committee and the Association and its activities.
6. The President is the signatory for all formal documentation. Should the President not be available, the Management Committee can take over this role in the President's absence. He/she must authorise all documents, cheques, expenses etc. before it is validly issued. If the President is not available, the Management Committee must approve documents, payments and expenses etc.
7. The President is always in service of the Association. The President is expected to act on behalf of the Association's best interests and not his/her own private interests. Potential conflicts of interests of the President should be declared.
8. The President attends conferences on behalf of the Association to promote the Association's profile and image.
9. The President liaises with other International Dietetic Associations.
10. The President represents the Association at meetings by invitation of other organisations.

### **RESPONSIBILITY AND REPORTING**

1. The President shall be responsible to the ADSA Executive Committee and shall report to that body at meetings as they occur.

2. The President shall prepare a report for the Association's Annual Report for distribution to all members and for tabling at the Biennial General Meeting.
3. The President is responsible for the correct functioning of the National Office, for ensuring the correct contracts are in place and renewed timeously, and for holding service providers accountable for delivery of services.

## CORE EXECUTIVE COMMITTEE

### **COMPOSITION**

CHAIRPERSON: President

MEMBERS: Secretary  
Membership  
Private Practising Dietitians (PPD)  
Communications  
Public Relations  
Sponsorship and Treasury  
Representation  
Continuous Professional Development (CPD)  
Public Sector Dietitians  
Branch Liaison  
Chief Operating Officer (COO)  
Ad hoc committee member

### **FUNCTIONS**

1. Approval of the policy of the Association
2. Approval of the formation of a new branch, as well as disbandment of a branch if necessary.
3. Approval of actions that result in financial expenses for the Association.
4. Approval of all documents that are distributed under the name of the Association.
5. Consider affiliation with other organisations.
6. Execution of all duties to achieve the aims of the Association at national and international level.
7. Approach a dietetic member of the Professional Board for Dietetics to liaise with ADSA.
8. Co-opt any member of the Association or any other suitable person to assist in the execution of specific duties.
9. Award and control of suitable academic and other achievements awards / student awards given by branches.
10. Approval of continued membership or ending of membership after due consideration of any member whose actions may harm the good name of the Association or of a member found guilty of contraventions by the HPCSA.
11. Determination of membership fees to be paid by all members including branch committee members.
12. Attend events on behalf of ADSA and provide feedback to members.

## **RESPONSIBILITIES AND REPORTING**

1. The Core Executive Committee shall meet face-to-face at least twice a year.
2. Minutes of the Executive Meeting shall be sent to Executive Committee members and Branch Committees four (4) weeks after a meeting.
3. A Biennial General Meeting (BGM) of the Association shall be held at the biennial nutrition congress.
4. Minutes of the BGM of the Association shall be sent to all members within four (4) weeks after the Biennial General Meeting.
5. Proposals for amendments to the Constitution shall reach all members of the Association at least forty-five (45) days before the BGM of the Association.
6. Each portfolio will be responsible for maintaining the portfolio email address as well as saving important documents to Dropbox and Google Drive for the purposes of good record-keeping and handover.

## **HONORARIUMS**

1. The President shall receive a monthly honorarium and telephone allowance for the duration of his/her term of office to ensure they are able to serve the Association adequately. The Presidential honorarium is to be reviewed and increased annually based on inflation and budget considerations, or an amount deemed suitable by the Executive Committee.
2. The Executive Committee will be allowed to claim an honorarium of R500 per day for lost earnings when attending a full day executive committee meeting. This amount is to be reviewed annually.

## EXTENDED EXECUTIVE COMMITTEE

### **COMPOSITION**

CHAIRPERSON: President

MEMBERS: Core Executive Committee  
Branch Chairpersons

### **FUNCTIONS**

1. Implement the decisions and policies made by the Executive Committee at local level.
2. Communicate feedback from the Executive Committee to branches and members.
3. Act as the immediate contact point for branch members within each local committee.

### **RESPONSIBILITY AND REPORTING**

1. The Extended Executive Committee shall meet face-to-face at least once a year.
2. Minutes of the Extended Executive Meeting shall be sent to Executive Committee members and Branch Committees four (4) weeks after a meeting.

## **MANAGEMENT COMMITTEE**

### **COMPOSITION**

CHAIRPERSON: President

MEMBERS: At least two Exec members, one who has been on the Executive Committee for at least one term  
Treasury portfolio  
Chief Operating Officer

The Management Committee needs to be an odd number for voting purposes

### **FUNCTIONS**

1. Assist the President in the daily execution of the duties of the Association.
2. Deliberate over the short-term functioning of the Association.
3. Promote and enhance the image of the Association and its members.
4. Initiate and respond to correspondence and enquiries. Communicate with the public, in response to letters and telephone enquiries. Communicate with members and give advice and assistance where needed.
5. Handle all complaints laid against ADSA members or dietitians by member/s of the public, individuals or groups.

### **RESPONSIBILITY AND REPORTING**

1. Report through the President to the Executive Committee on its various decisions and actions
2. Reports/Minutes of Management Committee meetings shall be tabled at the Executive Committee meetings.
3. Where for some reason the President is not available, such as maternity leave, the Management Committee will take over the responsibilities of the President. The presidential honorarium will be distributed evenly among management committee if they take over the role of the President.

## TREASURY

### **COMPOSITION**

Treasury can be split as a separate portfolio from sponsorship and managed by two individuals or can be combined as one portfolio.

### **FUNCTIONS**

1. Assist the President and Executive Committee in the formation, maintenance and administration of the financial policy and financial rules of ADSA.
2. Oversee all aspects of treasury for the orderly and effective administration of the finances of the Association.
3. Executive portfolio holder:
  - 3.1 With input from each relevant portfolio, draw up the annual ADSA proposed budget and manage incomes and expenses throughout the year.
  - 3.2 Assist the President in budget decisions.
  - 3.3 Keep abreast of receipts and payments for this office.
  - 3.4 Assist in the consideration of unexpected decisions concerning expenses and make appropriate recommendations to the Executive Committee.
4. Secretarial Management Firm:
  - 4.1 Control the financial management of this office including payment of salaries to employees, payment to the Receiver of Revenue and the handling of associated Income Tax administration for the employees.
  - 4.2 Control of expenses incurred in managing the office.
  - 4.3 Administration of donations.
  - 4.4 Administration of membership fees
  - 4.5 Arrange for the Auditors to prepare Financial Statements annually at financial year end in accordance with the constitution.

These responsibilities will be reflected in the contract agreement with the secretarial management firm.

5. Branch Committees:

Branch committees are to manage their own funds in accordance with sponsorship and treasury guidelines.

### **RESPONSIBILITY AND REPORTING**

The Treasurer shall be responsible to ADSA Core Executive Committee, shall report on the current financial position to that body at meetings as they occur and prepare a report for the Association's Annual Report and for tabling at the Biennial General Meeting.

## **SPONSORSHIP**

### **COMPOSITION**

The sponsorship portfolio can be managed separately from Treasury, or one person can manage both portfolios.

### **FUNCTIONS**

1. Identify specific projects (e.g. President's Office / National Office / National Nutrition Week/ weekly mailer and ADSA Newsletter / CPD / Bursaries etc.) that need sponsorship, with input from the full Executive and the Management Committee.
2. Work in conjunction with Executive Committee and Management Committee to facilitate needs and aspects of sponsorship.
3. Identify and recruit sponsors in accordance with the Association's Sponsorship Guidelines.
4. Liaise closely with the Treasurer in planning the sponsorship income portion of the budget.
5. Build and strengthen relationships with the sponsors.
6. Keep an updated database of sponsors with support from the National Office.
7. Liaise especially closely with the portfolios: Public Relations and Communication as well as with the National Office.
8. Assist in administrating of donations.
9. Keep records of all sponsors, contact details and amounts sponsored at national and branch level.
10. Liaise with the Communications portfolio holder to ensure that sponsors get Management Committee approved exposure on the ADSA website.
11. Update the Sponsorship Policy and documents as required.

### **RESPONSIBILITY AND REPORTING**

The portfolio holder shall be responsible for reporting directly to Core Executive and Management Committee, shall report to those bodies at meetings as they occur, and prepare an annual report and quarterly feedback reports.

## PUBLIC RELATIONS

**NOTE:** The Public Relations and Communications portfolio holders would have to work very closely together to avoid duplication of responsibilities and to prevent communication gaps. Public Relations should be viewed as a more external focus (ADSA to the outside community) while Communications should be viewed as more internal (ADSA to ADSA).

The COO will work closely with the Public Relations and Communications portfolio holders on planning and implementation of various activities as required.

A PR agency will be contracted to provide a day-to-day service for running the PR activities for ADSA. The Public Relations portfolio will maintain the contract with the PR agency, stipulating the required tasks and outcomes from the PR agency.

A 2-year PR plan should be created with the help of the current PR portfolio holder and the incoming portfolio holder to allow for continuity.

### **FUNCTIONS**

ANNUAL NATIONAL HEALTH AWARENESS WEEKS (i.e. National Nutrition & Obesity Week, Breastfeeding Week and Dietitian's Week)

1. Work together with key stakeholders to plan and implement a strategy for each relevant health and nutrition-related awareness campaign.
2. Co-ordinate nutrition-related activities together with relevant executive portfolio holders (such as the COO, Communications and/or Sponsorship), and the PR agency.
3. Keep members informed of all the nutrition-related awareness campaigns and possible activities for involvement / input.
4. Keep records of nutrition-related awareness campaigns (sponsors, media coverage, feedback) for future reference/planning.

### **MEDIA SPOKESPERSONS**

1. Advertise through National Office, ADSA mailer, social media and on ADSA website for ADSA media spokespersons. Continue to strive for diversity in languages spoken by the spokespersons.
2. Develop and maintain together with the PR agency / National Office a database of ADSA members working in/with the media, including their special interest areas.
3. Working alongside the PR Agency, endeavour to establish and maintain a sound working relationship with the media.
4. The PR agency is the first point of contact for media and will handle all correspondence with the media, with assistance from the PR portfolio.
5. As possible keep an eye on lay press publication articles on nutrition and respond appropriately.

## MEDIA RELEASES

1. Plan and implement monthly media release campaigns. Ensure an appropriate number of media releases are generated based on relevant health awareness days that appear on the national health calendar.
2. Be the core point for receiving alerts as to upcoming/current issues.
3. Work with Communications portfolio holder regarding ADSA Position Statements, Fact sheets etc and the external circulation of these to the media as well as internally to members.

## SOCIAL MEDIA

1. The appointed PR agency will manage the day-to-day activity on the social media accounts, namely Facebook, Twitter and NutritionConfidence blog.
2. The PR Portfolio holder will create or review nutrition content to be posted on social media, on a weekly basis.
3. The PR Portfolio holder will assist with responding to queries on social media accounts.

## OTHER

1. Manage the PR budget together with the COO.
2. Work with the PR agency to co-ordinate additional content development, including positive profiling of the dietetics profession and ADSA in the media (e.g. Recipes, Success Stories, Meet the Dietitian)

## **RESPONSIBILITY AND REPORTING:**

1. The portfolio holder will be responsible for reporting directly to the Core Executive Committee and prepare an annual report and quarterly feedback report.
2. The portfolio holder will be responsible for providing regular communication and feedback to members on the various PR activities.
3. The Core Executive Committee will have a final say or vote on any projects undertaken by the portfolio.
4. The portfolio holder is entitled to form as many sub-committees as they deem necessary to carry out the functions of the portfolio. The establishment of any sub-committee will require inviting all ADSA members who wish to be part of the sub-committee to take part, through the national ADSA mailer. Membership will be restricted to e-mails as most of the work will be carried out using this technology to keep costs to a minimum and efficacy to a maximum. Numbers on sub-committees may be limited and, in the case where the numbers requesting participation is greater than the number required, the ADSA Executive will vote. A sub-committee will only be appointed for the duration of the specific project. Membership of any sub-committee will be an unpaid position as is the case with Executive committee portfolios.
5. The portfolio holder will be required to liaise especially closely with the following other Executive portfolio holders: Communications, Representation, Sponsorship and COO as well as with the National Office.

## COMMUNICATIONS

**NOTE:** The Communications and Public Relations portfolio holders would have to work very closely together to avoid duplication of responsibilities and to prevent communication gaps. Public Relations should be viewed as a more external focus (ADSA to the outside community) while Communications should be viewed as more internal (ADSA to ADSA).

The COO will work closely with the Public Relations and Communications portfolio holders on planning and implementation of various activities as required.

### **FUNCTIONS**

#### **PUBLICATIONS**

1. Co-ordinate inputs for ADSA page in SAJCN and ICDA newsletter (if necessary together with a sub-committee).
2. Co-ordinate ADSA appointed representative on any publication boards etc.
3. Liaise with SAJCN and SAMJ regarding special coverage of National Nutrition Week or other ADSA activities.

#### **ADSA COMMUNICATION**

1. Be the core point for communications to ADSA members.
2. Plan and implement a schedule whereby ADSA members receive communication updates (projects, activities etc) from the Core Executive Committee at least 4 times a year via the e-newsletter.
3. Management, co-ordination and proof reading of the weekly mailer, which will be distributed by the National Office
4. Plan and implement a plan for Position Statements and Fact Sheets together with relevant experts and if necessary a sub-committee in line with the executive strategic plan.
5. Co-ordinate the approval process and manage the publication of all ADSA Position Statements, Fact sheets etc. Work closely with the Public relations portfolio holder regarding external distribution.
6. Liaise with other international dietetics associations or other organisations/societies/associations regarding position statements and press releases and use of the same material. Work closely with Public Relations portfolio holder.
7. Liaise closely with National Office regarding all items sent out to members by post or e-mail.

#### **WEBSITE**

1. Be the core point for all ADSA website activities.

2. Liaise closely with National Office and appointed Web Manager regarding the management and regular update of all aspects of the website.
3. Liaise with other organisations / associations regarding web links.
4. The website should be reviewed for required updates based on budget allowance.

### **RESPONSIBILITY AND REPORTING**

1. The portfolio holder will be responsible for reporting directly to the Core Executive Committee and preparing an annual report and quarterly feedback report.
2. The Core Executive Committee will have the final say or vote on any projects undertaken by the portfolio.
3. The portfolio holder is entitled to form as many sub-committees as they deem necessary to carry out the functions of the portfolio. The establishment of any sub-committee will require inviting all ADSA members who wish to be part of the sub-committee to take part, through the national ADSA mailer. Membership will be restricted to e-mails as most of the work will be carried out using this technology to keep costs to a minimum and efficacy to a maximum. Numbers on sub-committees may be limited and, in the case where the numbers requesting participation is greater than the number required, the ADSA Executive will vote. A sub-committee will only be appointed for the duration of the specific project. Membership of any sub-committee will be an unpaid position as is the case with Executive committee portfolios.
4. The portfolio holder will be required to liaise especially closely with the following other Executive portfolio holders: Public Relations, Representation and Sponsorship as well as with the National Office.

## **REPRESENTATION**

### **FUNCTIONS**

1. Identify and establish contact with ADSA members who could possibly represent the interest of ADSA on other relevant nutrition and profession related bodies.
2. Co-ordinate the formulation of dietetic technical working groups to comment or provide specific advice on legislation or guidelines within the dietetics and nutrition environment.
3. Liaise regularly (at least once per quarter) with the ADSA Representatives and Dietetic Interest Group chairpersons to:
  - obtain feedback from the nutrition and profession related bodies on which the Representatives serve
  - provide feedback from ADSA to these nutrition and profession related bodies (in response to requests received, and in terms of the general advocacy for ADSA)
  - obtain feedback from the Dietetic Interest Group chairpersons
4. Compile reports for the Core Executive Committee from the feedback submitted by the Representatives.
5. Co-ordinate feedback to members and the public together with the portfolios: Public Relations and Communication when required.
6. Establish and promote collaborative relationships with other role-players and stakeholders in the field of health, food and nutrition in South Africa as decided by the Core Executive Committee.
7. Keep an updated list of all members who represent ADSA on other forums.

### **RESPONSIBILITY AND REPORTING**

The portfolio holder shall be responsible for reporting directly to Core Executive Committee and shall report to that body at meetings as they occur. The portfolio holder will also be required to prepare an annual report and quarterly feedback reports, which includes feedback from each of the ADSA representatives on the forums they represent ADSA at.

## MEMBERSHIP

### **COMPOSITION**

- Membership Portfolio holder
- National Office Secretary

### **FUNCTIONS**

1. Update membership database
2. Update data regarding the percentage of Dietitians registered with the HPCSA who are members of ADSA
3. Attend to membership correspondence
4. Follow up unpaid members directly or through Branch channels
5. Update and distribute annual membership forms through National Office
6. Assess applications for eligibility for ADSA membership
7. Receive and monitor proposals for Honorary membership and refer to the Executive Committee
8. Deal with cessation of membership with National Office.
9. Following the closing date of membership renewals/applications, the National Office secretary shall send the following correspondence to the various categories of members, as outlined below:
  - Welcome letter
  - Branch contact details
  - Link to ADSA's Constitution
10. Update and source new membership benefits with input from the Core Executive Committee.

### **RESPONSIBILITY AND REPORTING**

1. The portfolio holder shall be responsible to Core Executive Committee, shall report to that body at meetings as they occur and prepare an annual report and quarterly feedback reports, which includes total membership numbers and details of membership loss.
2. If a member resigns, the portfolio holder is to contact that member to find out why they have resigned.

## PRIVATE PRACTICING DIETITIANS

### **FUNCTIONS**

1. Manage all professional issues relating to Private Practicing Dietitians (PPDs).
2. Manage the review of and negotiate the prescribed fee structure for PPDs.
3. Communicate with PPDs regarding issues relating to the practice of PPDs.
4. Compile and distribute relevant PPD information in collaboration with the National Office secretary through the national mailer.
5. Maintain a working relationship with the Hospital Dietitians Interest Group (HDIG).

### **RESPONSIBILITY AND REPORTING**

The portfolio holder shall be responsible for reporting directly to Core Executive Committee, shall report to that body at meetings as they occur and prepare an annual report and quarterly feedback reports.

## **CONTINUOUS PROFESSIONAL DEVELOPMENT**

### **FUNCTIONS**

1. Liaise with the Professional Board of Dietetics and the Health Professions Council of South Africa regarding:
  - a) Continuous Professional Development (CPD) for dietitians
  - b) The functioning of the ADSA CPD Accreditor
2. Manage the ADSA CPD Accreditor function, in collaboration with the appointed official in the ADSA CPD Accreditor Office
3. Represent the Association on the CPD Committee of the Professional Board of Dietetics
4. Co-ordinate and support the organisation of CPD activities at Branch level
5. Distribute information of planned CPD opportunities to all members, in consultation with the Communications Portfolio Holder and the National Office
6. Be the central source for information on CPD activities and nutrition promotion activities nationally.
7. In collaboration with the Core Executive Committee, the CPD portfolio holder co-ordinates the relationship with PEN or alternative provider.

### **RESPONSIBILITY AND REPORTING**

The portfolio holder shall be responsible for reporting directly to Core Executive Committee, shall report to that body at meetings as they occur and prepare an annual report and quarterly feedback reports, which includes all accreditors and activities accredited by ADSA during that time period.

## **BRANCH LIAISON**

### **FUNCTIONS**

1. Act as the communication link between ADSA branch chairpersons and the national Executive Committee to ensure timeous communication on matters and consistency in operations (guided by ADSA policies and positions in place).
2. Provide support and guidance regarding queries and challenges experienced by the branch committees.
3. Take on ad hoc projects as decided with the National Executive Committee to improve ADSA branch operations and branch meeting efficiency.

### **RESPONSIBILITY AND REPORTING**

The portfolio holder shall be responsible for reporting directly to Core Executive Committee, shall report to that body at meetings as they occur and prepare an annual report and quarterly feedback reports.

## **PUBLIC SECTOR DIETITIANS**

### **FUNCTIONS**

1. Establish line of communication between dietitians in the public sector and ADSA.
2. Keep dietitians in the public sector informed on relevant development in this sector; including information on relevant employer / labour negotiations.
3. Establish a support network for dietitians in the public sector.
4. Further build on the representation of ADSA in relevant organisations.

### **RESPONSIBILITY AND REPORTING**

The portfolio holder shall be responsible for reporting directly to Core Executive Committee, shall report to that body at meetings as they occur and prepare an annual report and quarterly feedback reports.

## NATIONAL OFFICE

### **COMPOSITION**

As per a signed contract, a secretarial company will be contracted to manage the National Office of the Association. The contract should be renewed annually.

### **FUNCTIONS**

Management of the National Office on a day to day basis, by managing and administering the following:

1. Must be available during normal office hours (8 hours per day) Monday to Friday to answer telephone calls, send and receive faxes or emails to deal with basic inquiries (members and public) and when necessary refer problems or queries to specific Executive members.
2. Must be available via telephone, fax or e-mail:
  - a. Telephone:
    - A call holding facility and message giving ADSA information (who we are, website address etc.) whilst holding.
    - Answering service.
  - b. Fax and e-mail could share a dedicated line.
3. Should only close without a temp for the last week of the year and the first week of the New Year, or as otherwise organised with the President and Management Committee.
4. Provide information to public, branches and companies on request with requests being handled within a 48-hour period.
5. Keep record of activities
6. Manage and run an up-to-date database (including e-mails) for all members:
  - By membership category
  - By branch
  - PPD
7. Serve as a referral source to PPD's and industry consultants.
8. Manage and keep an updated filing system and archives.
9. Do regular banking, in collaboration with the Treasury portfolio.
10. Do basic bookkeeping of monies received and payments required, in collaboration with the Treasury portfolio.
11. Issue invoices for chargeable services (Fact Sheets, e-mail distribution etc) and manage the bookkeeping of these transactions, in collaboration with the Treasury portfolio.
12. Sort, acknowledge and manage all incoming and out-going mail.
13. Timeously handle all postage and correspondence (incoming and outgoing).
14. Typing as per standard format of all ADSA documents, fact sheets etc.

15. Order and manage office stationery in the most efficient manner possible.
16. Provide comprehensive address labels (either as printed labels or for branches as an e-mail attachment) to branches, companies, dietitians and other relevant organisations.
17. Responsible for the circulation of necessary reports, notices, e-mails, newsletters to Executive, branches, committees and members
18. Be involved with the updating of the website – have access to certain aspects (e.g. job adverts, PPD updates) and/or liaise with web manager in collaboration with the Communications Portfolio Holder.
19. Maintain and update a sponsor database that keeps a record of sponsors, contact person, records of when they were sponsors, how much was sponsored and for what sponsorship was received, in collaboration with the Sponsorship portfolio holder.
20. Annual updating of the membership forms together with the Membership Portfolio holder.
21. Handling of membership applications and renewals together with the Membership Portfolio holder.
22. Keep the Executive and branches updated on membership matters and membership demographics.
23. Assist relevant Executive portfolio holder with the development, mailing and administering of election forms.
24. Administer address changes of all members
25. Provide DT numbers on request of CPD office
26. Handling of all PPD publications and administration of all publications; record keeping of all sales; updating publications when necessary.
27. Administration of donations in collaboration with the Sponsorship Portfolio.

### **RESPONSIBILITY AND REPORTING**

The National Office shall be responsible to the ADSA President and the Management Committee, as well as the ADSA Executive Committee portfolio holders where it concerns their portfolios.

## SECRETARY

### **FUNCTIONS**

1. Should be included in all communications between core executive members and on important tasks and roles
2. Should keep records of all communications as mentioned above
3. Timeously handle all correspondence (agenda, reports etc.) regarding Executive meetings - prior to and after meetings.
4. Taking minutes and compiling action lists following executive meetings and distribute them to the Core Executive Committee within four (4) weeks after a meeting. Once the minutes have been approved by the Core Executive Committee, it should be distributed to the Extended Executive Committee (branch chairs) and loaded onto the ADSA Drop Box or Google Drive folder; a copy should also be sent to the National Office.
5. Minutes of the BGM of the Association shall be sent to all members within four (4) weeks after the Biennial General Meeting.
6. Keep Constitution updated following changes at the BGM.
7. Keep an ongoing action list up to date.
8. Send a weekly email with reminders of actions due – check in with individual executive committee members if there is no response. This can be done telephonically.
9. Manage and maintain an updated list of ADSA committees, sub-committee and representatives.
10. Play a supporting role should a committee member require assistance during periods of increased demand (send / receive emails; follow up on communications; do research or find appropriate resources to complete tasks (such as media queries RE latest studies etc)).
11. Assist Executive portfolio holders with typing, reports, correspondence and mailings.
12. Provide all fact sheets and position papers on request.
13. Answer member queries ([info@adsa.co.za](mailto:info@adsa.co.za) email address)

### **RESPONSIBILITY AND REPORTING**

The secretary shall be responsible to the ADSA President and the Management Committee, as well as the ADSA Executive Committee portfolio holders where it concerns their portfolios.

## **CHIEF OPERATING OFFICER (COO)**

A part-time employed dietitian registered with the HPCSA and an ADSA member, who would predominantly focus on responding to media-related queries and be available when spokespeople are not – effectively offering an on-call media response service. The dietitian would also need to assist with other Executive portfolios, where and as necessary.

### **FUNCTIONS**

1. Compile evidence-based responses to media requests, queries or emails within 24 hours, where possible.
2. Generate, edit and co-ordinate media releases for awareness days (including liaison with other organisations during certain campaigns, assist with National Nutrition Week organisation and other relevant days on the health calendar).
3. Generate, edit and co-ordinate social media content.
4. Assist with regular update of ADSA's website, including updating the media work done by ADSA in order to showcase ADSA and its spokespeople.
5. Generate relevant and appropriate public relations content for the ADSA weekly mailer to members.
6. Provide support to ADSA Core Executive and Branch Committees as needed (on request/ when other portfolio holders are on leave).

### **RESPONSIBILITY AND REPORTING**

1. The COO will report to ADSA Management Committee.
2. The COO will be required to submit a monthly report and associated timesheets for payment to be guaranteed.
3. The candidate will work from home but needs to be available for ADSA Skype/dial-in calls where necessary, and may be required to travel, either to ADSA meetings as required and/ or when necessary/approved, to radio/television studios for interviews.

### **SALARY / REMUNERATION**

1. The position was established in June 2016, where remuneration was started at R15 000 per month for approximately 15 hours of work per week (R250 per hour), which would be distributed over 5 days (i.e.3 hours daily, to ensure regular availability). As of January 2018, remuneration was increased to R265 per hour. An inflation-related annual increase will be offered.
2. The individual will make their own tax payments and will be responsible for their own benefits and administration costs.

3. The contract will be renewed annually. One month notice period is required for resignation or non-renewal of the contract. A three-month probation period will be in place for any newly appointed individual to the position.