



TERMS OF REFERENCE DOCUMENT

PRESIDENT

CHARACTERISTICS

1. The President should know members and their potential.
2. He/she should be a good listener.
3. He/she should be familiar with the duties of the President and the Executive members.
4. He/she should know the constitution and other rules of the Association.
5. He/she should be familiar with the correct procedures at a meeting.
6. 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. He/she convenes and chairs all official meetings of the Core and Extended Executive Committees, Management Committee and full meetings of the Association.
3. He/she (closes or) adjourns meetings.
4. The President liaises continuously with the Management Committee, National Office and Executive members 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. He/she must authorise all documents, cheques, etc. before it is validly issued.
7. The President is always in service of the Association.
8. The President attends conferences on behalf of the Association to promote the Association's profile and image.
9. He/she liaises with other International Dietetic Associations.
10. He/she 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. He/she is responsible for the correct functioning of the National Office.

CORE EXECUTIVE COMMITTEE

COMPOSITION:

CHAIRPERSON:	President
MEMBERS:	Secretary
	Portfolios:
	Membership
	Private Practising Dietitian
	Communication
	Public Relations
	Sponsorship
	Representation
	CPD
	Treasury

FUNCTIONS

1. Approval of the policy of the Association
2. Approval of the formation of a new Branch.
3. Approval of the use of the Association's name/logo by a donor/sponsor.
4. Approval of actions that result in financial expenses.
5. Approval of all documents that are distributed under the name of the Association.
6. Consider affiliation with other organisations.
7. Execution of all duties to achieve the aims of the Association at national and international level.
8. Approach a dietetic member of the Professional Board for Dietetics to liaise with ADSA.
9. Co-opt any member of the Association or any other suitable person to assist in the execution of specific duties.
10. Award and control of suitable academic and other achievements/awards.
11. 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.

RESPONSIBILITIES AND REPORTING

1. The Core Executive Committee shall meet 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 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.

EXTENDED EXECUTIVE COMMITTEE

COMPOSITION

CHAIRPERSON:	President
MEMBERS:	Secretary
	Portfolios:
	Membership
	Private Practising Dietitian
	Communication
	Public Relations
	Sponsorship
	Representation
	CPD
	Chairpersons of each Branch

FUNCTIONS:

As for Core Management meeting

RESPONSIBILITIES AND REPORTING:

1. The Extended Executive Committee shall meet at least once a year.
2. The Extended Executive Committee will decide on membership fees to be paid by all members.

MANAGEMENT COMMITTEE

COMPOSITION

CHAIRPERSON: President
MEMBERS: Branch Chairperson/s where the President resides
At least two other Executive Committee members, one whom resides outside the branch where the President resides in
Secretary/Treasury

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. Responsible for the orderly and effective administration of the finances of the Association.
4. Promote and enhance the image of the Association and its members.
5. 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.
6. Handle all complaints laid against ADSA members or dietitians by member/s of the public, individuals or groups.

RESPONSIBILITIES 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.

TREASURY

COMPOSITION

Management Committee
Sub-division: Treasury

FUNCTIONS

1. Assist the President and Executive Committee in the formation, maintenance and administration of the financial policy and financial rules of ADSA.
2. Responsible for the orderly and effective administration of the finances of the Association.
2. President's Office
 - 2.1 Assist the President in budget decisions.
 - 2.2 Control receipts and payments for this office.
 - 2.3 Assist in the consideration of unexpected decisions concerning expenses and make appropriate recommendations to the Executive Committee.
3. National Office
 - 3.1 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.
 - 3.2 Control of expenses incurred in managing the office.
 - 3.3 Administration of donations.
4. Membership fees
 - 4.1 Administer membership fees.
 - 4.2 Allocate funds to Branches who can motivate the need for financial assistance, on the basis of its fully paid-up members, within two months of the renewal date for membership payments.
 - 4.3 Motivate an increase subscription fees to Executive and AGM when necessary.
5. Branch Committees
 - 5.1 Take cognisance of the provisional budget of Branches.
 - 5.2 Collect fifty per cent of funds raised in excess of amount required for specific amounts required by Branches.
 - 5.3 Submit a provisional budget to the Executive Committee 30 days before the end of the financial year.

RESPONSIBILITY AND REPORTING

1. The Committee shall be responsible to ADSA 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.
2. Arrange for the Auditors to prepare Financial Statements for the Annual General Meeting in accordance with the constitution.

SPONSORSHIP

FUNCTIONS:

1. Identify specific projects (e.g. President's Office/ National Office /National Nutrition week/ mail shots /CPD/ Bursaries etc.) that needs sponsorship, with input from the full Exec and the Management Committee
2. Liaise closely with the Treasury Committee in planning the budget
3. Identify potential sponsors to sponsor specific projects of the Association
4. Build and strengthen relationships with the sponsors
5. Decide on strategies to give sponsors mileage for their sponsorship (e.g. logo's on stationary and e-mails, use of company envelopes for mailshots)
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
10. Liaise with the Communications portfolio holder to ensure that sponsors get Management Committee approved exposure on the ADSA website
11. Ensure that the Sponsorship document is updated

RESPONSIBILITY AND REPORTING:

The ADSA Executive Committee portfolio holder for Sponsorship will report directly to the ADSA Executive and Management Committees and prepare an annual report.

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).

FUNCTIONS:

NATIONAL NUTRITION WEEK

1. Plan and implement long-term (5-year) strategy for National Nutrition Week together with a sub-committee. Each years campaign planning should begin 1 year in advance.
2. Co-ordinate (sponsorship, media, members involvement, press releases, pamphlets, website etc) National Nutrition Week together with Communications and Sponsorship portfolio holders, a sub-committee and National Office.
3. Keep members informed of National Nutrition Week campaign and possible activities for involvement / input.
4. Appoint official spokespeople for National Nutrition Week and undertake necessary training.
5. Keep records of National Nutrition Week (sponsors, media coverage, feedback) together with National Office for future reference/planning.

MEDIA SPOKESPERSONS

1. Advertise through National Office for ADSA media spokespersons.
2. Develop with National Office a database of ADSA members working in/with the media.
3. Co-ordinate training courses for media spokespersons.
4. Endeavour to establish and maintain a sound working relationship with the media.
5. Handle all correspondence with the media.
6. As possible keep an eye on lay press publication articles on nutrition and respond positively and negatively as appropriate. Work closely on this together with the Management Committee, Communications portfolio holder and if necessary a sub-committee.

PRESS RELEASES

1. Plan and implement yearly press release campaign (ADSA comments, Fact sheets, Position statements). Ensure at least 2 press releases (over and above NNW) a year.
2. Ensure with National Office that special interest areas of dietitians are known and who of these people are prepared to be involved with media work and developing press releases.
3. Be the core point for receiving alerts as to upcoming/current issues.
4. Co-ordinate 'Good News Bad News Share your Views' on issues and the development of relevant ADSA comment. Work closely with the Communications portfolio holder.
5. Work with Communications portfolio holder regarding ADSA Position Statements, Fact sheets etc and the external circulation of these to the media.
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 Communications portfolio holder.

RESPONSIBILITY AND REPORTING:

1. The portfolio holder will be the responsible to report directly to the Executive Committee and prepare an annual report.
2. The Executive Committee will have 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 available through e-mail who wish to be part of the sub-committee to take part. Membership will be restricted to e-mail members as the majority of work will be carried out using this technology in order 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: Communications, Representation and Sponsorship 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).

FUNCTIONS:

PUBLICATIONS

1. Co-ordinate inputs for ADSA page in SAJCN (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.
4. Be the core point for lay press media to make contact to get expert comment for articles.
5. As possible keep an eye on lay press publication articles on nutrition and respond positively and negatively as appropriate. Work closely on this together with Public Relations portfolio holder, the Management Committee and if necessary a sub-committee.

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) at least 4 times a year.
3. Plan and implement a long-term (5-year) plan for Position Statements and Fact Sheets together with relevant experts and if necessary a sub-committee.
4. 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.
5. 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.
6. 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.

RESPONSIBILITY AND REPORTING:

1. The portfolio holder report directly to the Executive Committee and prepare an annual report
2. The Executive Committee will have 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 available through e-mail who wish to be part of the sub-committee to take part. Membership will be restricted to e-mail members as the majority of work will be carried out using this technology in order 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. Liaise regularly with the ADSA Representatives 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)
3. Compile reports from the feedback submitted by the Representatives for the Executive committee
4. Establish and promote collaborative relationships with other role-players and stakeholders in the field of health, food and nutrition.
5. Keep an updated list of all members who represent ADSA on other forums

RESPONSIBILITY AND REPORTING:

The portfolio holder shall be responsible to ADSA Executive Committee and shall report to that body at meetings as they occur and prepare an annual report.

MEMBERSHIP

COMPOSITION:

- Membership Portfolio holder
- National Office Secretary

FUNCTIONS:

1. Update membership database
2. Update data re percentage of Dietitians registered with the HPCSA who are members of ADSA
3. Attend to correspondence
4. Follow up unpaid members directly or through Branch channels
5. Update and distribute annual membership forms and membership cards 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
10. 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:

New Full Members:

- ⇒ Welcoming letter
- ⇒ Copy of the Constitution
- ⇒ Copy of the ADSA brochure
- ⇒ Copy of the branch committee member's portfolios and contact details
- ⇒ ADSA membership card

Full Members renewing their annual membership:

- ⇒ Letter
- ⇒ ADSA membership card
- ⇒ Copy of the branch committee member's portfolios and contact details

New Student Members:

- ⇒ Welcoming letter
- ⇒ Copy of the ADSA brochure
- ⇒ Copy of the branch committee member's portfolios and contact details
- ⇒ ADSA membership card

Student Members renewing their Annual Membership:

- ⇒ Letter
- ⇒ ADSA membership card
- ⇒ Copy of the branch committee member's portfolios and contact details

New Associate Members and Friends of ADSA

- ⇒ Welcoming letter
- ⇒ Copy of the ADSA brochure
- ⇒ Copy of the branch committee member's portfolios and contact details
- ⇒ ADSA membership card

Associate Members and Friends of ADSA renewing their annual membership:

- ⇒ Letter
- ⇒ ADSA membership card
- ⇒ Copy of the branch committee member's portfolios and contact details

RESPONSIBILITIES AND REPORTING:

The portfolio holder shall be responsible to ADSA Executive Committee, shall report to that body at meetings as they occur and prepare an annual report.

PRIVATE PRACTICING DIETITIANS

FUNCTIONS:

1. Manage all professional issues relating to Private Practicing Dietitians (PPDs)
2. Manage the PPD database in collaboration with the National Office secretary
3. Manage the review of, and negotiate the prescribed fee structure for PPDs
4. Communicate with PPDs regarding issues relating to the practice of PPDs
5. Compile and distribute the PPD newsletter in collaboration with the National Office secretary

RESPONSIBILITIES AND REPORTING:

The portfolio holder shall be responsible to ADSA Executive Committee, shall report to that body at meetings as they occur and prepare an annual report.

FUNCTIONS

1. Liase with the Professional Board of Dietetics and the Health Professions Council of South Africa regarding:
 - Continuous Professional Development (CPD) for dietitians
 - 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

RESPONSIBILITIES AND REPORTING:

The portfolio holder shall be responsible to ADSA Executive Committee, shall report to that body at meetings as they occur and prepare an annual report.

COMPOSITION:

Secretary

FUNCTIONS

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

1. Be the face of ADSA and the first and most comprehensive point of contact for members, potential members, the public and the media.
2. Must be available during normal office hours (8 hours per day) Monday to Friday to answer telephone calls, send and receive faxes, deal with basic inquiries (members and public) and when necessary refer problems or queries to specific Executive members.
3. Must be available via telephone, fax or e-mail:
 - Telephone:
 - A call holding facility and message giving ADSA information (who we are, website address etc.) whilst holding.
 - Answering service.
 - Fax and e-mail could share a dedicated line.
4. 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.
5. Provide information to public, branches and companies on request with requests being handled within a 48- hour period.
6. Keep record of activities
7. Manage and run an up-to-date database (including e-mails) for all members:
 - By membership category
 - By branch
 - PPD
 - Special interest area
8. Serve as a referral source to PPD's and industry consultants.
9. Manage and maintain an updated list of ADSA committees, sub-committee and representatives.
10. Manage and keep an updated filing system and archives.
11. Do regular banking.
12. Do basic bookkeeping of monies received and payments required.
13. Issue invoices for chargeable services (mailing lists, Fact Sheets, e-mail distribution etc) and manage the bookkeeping of these transactions.
14. Sort, acknowledge and manage all incoming and out-going mail.
15. Timeously handle all postage and correspondence (incoming and outgoing).
16. Typing as per standard format of all ADSA documents, fact sheets etc.

17. Keep Constitution updated following changes at the BGM.
18. Order and manage office stationary in the most efficient manner possible.
19. Provide comprehensive address labels (either as printed labels or for branches as an e-mail attachment) to branches, companies, dietitians and other relevant organisations.
20. Provide all fact sheets and position papers on request.
21. Responsible for the circulation of necessary reports, notices, e-mails, newsletters to Executive, branches, committees and members
22. Assist Executive portfolio holders with typing, reports, correspondence and mailings.
23. Timeously handle all correspondence (agenda, reports etc.) regarding Executive meetings - prior to and after meetings.
24. Take minutes at Executive meetings and circulate following Presidents approval within 3 weeks of the meeting.
25. 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.
26. 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.
27. Annual updating of the membership forms together with the Membershiop Portfolio holder.
28. Handling of membership applications, renewals and membership cards together with the Membershiop Portfolio holder.
29. Keep the Executive and branches updated on membership matters and membership demographics.
30. Assist relevant Executive portfolio holder with the development, mailing and administering of election forms.
31. Be the central source for information on CPD activities and nutrition promotion activities nationally.
32. Administer address changes of all members
33. Provide DT numbers on request of CPD office
34. In future: update of registration details of dietitians to National Office
35. Handling of PPD newsletter – typing, co-ordination and postage in collaboration with the PPD portfolio holder.

Handling of all PPD publications and administration of all publications; record keeping of all sales; updating publications when necessary.
36. Administration of donations in collaboration with the Sponsorship Portfolio.

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.