

**MEMBER COUNCIL STUDENT REPRESENTATIVE**  
(3/2007)

**Purpose of Student Member Council Representative**

Serve as a liaison between nutrition students throughout the state of California and the CDA. The Student Member Council Representative will work directly with the Vice-President of the Member Council, to assist with the accomplishment of CDA goals and special projects as needed.

**Requirements:**

- Student in Junior or Senior grade level
- California Dietetic Association (CDA) member

**Major Duties and Responsibilities:**

- 1) Attend all Member Council Meetings
- 2) Read the Council section of the CDA Procedure Book upon election.
- 3) Review the CDA Operational Plan and give input into development of Action Plans for Goals/Objectives assigned to council.
- 4) Work on special projects in conjunction with Vice-President of Member Council, and mentees as needed.
- 5) Communicate with all Student members of Student Nutrition Organizations.
- 6) Seek and maintain communication liaison with appropriate organized CDA units and/or committees when Council plans, and activities interrelate with Student Nutrition Organizations.
- 7) Attend annual Leadership Workshop
- 8) Notify Central Office of any changes that affect CDA Roster listing.

**Additional Duties:**

**September/October** (*Late September, early October*)

- Mail Welcome letter to schools/Universities
  - Top 10 reasons to join ADA
  - Self-Addressed stamped postcard to be filled out with present contact information of school's nutrition organization/department
  - Make poster with CDA events for the year
  - Must return within 3 weeks

**January** (*6 weeks before March mailing*)

- Mail card with self-Addressed stamped envelope asking for concerns/ideas to be brought up to C.D.A to students
- Include:
  - CDA blurb "CDA is your voice..."
  - Student Member Recognition
    - "Tell us about yourself, is there something you would like to be recognized for?"
  - Must return within 3 weeks

**March** (*Early March, 2 Months before annual meeting*)

- Promote student mentee/MC student representative positions
- Advertise meeting!!
  - Mail "SAVE THE DATE" information
  - Highlight meeting
  - Recruit volunteers

- Inform of benefits/volunteering opportunities
  - Work with education council to recruit volunteers for CDA meeting
- To include:
  - MC student representative Application/job description
  - Mentee Application/job description