



Job Description for Country Representatives

The AODA is the international affiliate of the American Dietetic Association representing 700 members living outside the United States. AODA has the resources to provide strategic linkages between host countries and the US. To this end, AODA appoints members to act as Country Representatives in order to provide professional support to members, assist anyone wanting information on food and nutrition issues for that country, and to act as liaisons for AODA and ADA. There are currently 30 countries covered by AODA Country Representatives.

IDN PURPOSE/GOALS:

1. Serve as a local resource to integrate new members into practice in the country.
2. Serve as an information base for AODA regarding practice.
3. Serve as a resource base to ADA to help field inquiries regarding practice & educational opportunities abroad.
4. Serve as an expert resource to ADA members regarding practice in different countries.
5. Establish relationship with key associations impacting practice.
6. Serve as a resource for referrals in collaboration with local dietetics professionals.

In most cases, one Country Representative will be appointed per country, with an alternate identified. Large countries may have more than one representative. The Country Representative will receive guidance by the AODA for their position. New countries/representatives will be added as appropriate, at the discretion of the AODA Board of Directors.

IDN REPRESENTATIVE JOB DESCRIPTION

If vacancy: Alternate assumes position.

DUTIES/ RESPONSIBILITIES:

1. Become familiar with AODA structure and function.
2. Serve as point of contact for ADA regarding relevant host country issues. ADA uses the Country Rep as a referral source for queries received from members, students, academics, insurance companies, etc. about the given country
3. Serve as initial contact for ADA members relocating to the host country.
4. Act as AODA's Representative to the local dietetic association.
5. Establish practice networks with AODA members, the local dietetic association, the country's ICDA representative, and AODA.
6. Serve as liaison for referrals on medical nutrition therapy as required.
7. Support Delegate in obtaining member feedback on House of Delegate issues, as feasible.
8. Target candidates for AODA and ADA awards, offices, and committees.
9. Attend and participate in Annual Member Meeting and Annual Conference as feasible.
10. Submit a quarterly report of activities following the Country Rep report format and timeline.
11. Submit claim for reimbursement annually if needed.
12. Contribute to the AODA newsletter at least one time per year via articles from members, local member's activities, national association and practitioner's activities.
13. Initiate contact and make presentations at country's association meetings as feasible
14. Attend ADA FNCE and participate in international sessions, as feasible.
15. Assess sources for local information and contribute to information database through a country information sheet.
16. Advise Country Representative Chair if unable to fulfill role for any reason and resign officially in writing.