



Nutrition Credentials Committee Volunteer Role Description

Committee Description

The primary task of the Nutrition Credentials Committee (CC) is to review and determine the status of the Candidates' Credentials submissions to determine eligibility for the Specialty Examination.

Committee Member Responsibilities

The committee members' primary responsibilities will be to:

1. Review and determine the status of the Candidates' Credentials packet submissions to determine eligibility for the Nutrition Specialty Examination, as well as for conducting a final review of Candidates' Credentials when all outstanding requirements have been met.
2. Participate in developing Credentials requirements.
3. Participate in conference calls and take on specific duties as assigned by the CC Chair, as needed.
4. Participate in review of resident program relocation requests.
5. All committee members will participate in committee training and onboarding sessions.
6. Participate in reviewing, updating, editing, and writing Nutrition Benchmarks as needed.

Time Commitment, Term Length, and Term Dates

Time Commitment: 20-30 hours annually, concentrated during the months of the annual Credentials review period in October and November.

Term Length: 3 years*

**If a committee member moves into a leadership position within the committee (Assistant Chair – Chair) additional time may be added to their commitment to fulfill this role.*

Term Dates: July 1 – June 30

Committee Meeting Schedule

All work will be done remotely via online file review, email communication with other committee members/chair, and conference calls as needed. The majority of the committee's work is concentrated within a short timeframe each year as noted in the Time Commitment section above and is predominantly independent work.

Recommended Prior Experience

It is suggested that committee members have prior knowledge and experience working in a committee. Committee members must be familiar with the Nutrition Specialty Certification Manual (CM) and Credentials processes.

How Committee Members are Appointed

The committee consists of nutrition Diplomate members and the Certification Council Nutrition Specialty Representative serving as ex-officio. New committee members are identified from submissions and interests indicated through the annual ACVIM Call for Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council Nutrition Specialty Representative.

Benefits

Networking, leadership skills, and a greater knowledge of the nutrition Credentials process. Ensuring that residents meet the requirements for certification in the specialty of nutrition, which maintains the standard of nutrition Diplomates within the ACVIM.