



Public Policy & Legislation Committee Fact Sheet

What is the Public Policy & Legislation Committee?

The Public Policy & Legislation Committee (PPL) supports SNA's mission and vision by recommending and advocating Child Nutrition program public policy positions for the Association, responding to regulatory and legislative initiatives, informing SNA members about policy issues, and activating the Association's grassroots network.

What are the Committee Responsibilities?

- Evaluates, interprets, recommends, and responds to federal legislation and regulations.
- Prepares and disseminates policy, legislative and regulatory information in an accurate and timely manner.
- Implements Association's multi-year Legislative Action Plan.
- Ensures membership is informed on current legislation, with the help of the headquarters liaison.
- Develops legislative policy and positions for approval of the Board.
- Assists state affiliates in the development of legislative strategies and plans of action.
- Reports state legislative concerns and activities.
- Assists in planning the LAC program.
- Prepares and presents appropriate education and information sessions at ANC, SNIC, NLC and LAC and other meetings as needed.

How is the Committee's Work Planned Each Year?

- Every committee is provided annual committee charge(s) based on the SNA Strategic Plan and the annual Plan of Action as well as other charges identified by the Board.
- The Committee receives the charges every year in mid to late September before the Fall Committee Days.

How is the Committee Organized?

- The committee is currently led by an appointed chair, Sara Gasiorowski, SNS, from MSD of Wayne Township in Indianapolis, Indiana.
- His appointment as Chair expires on July 31, 2019. Committee members represent each one of the SNA seven regions.
- Appointments are staggered and each appointment may be a one-year or a two-year term.

- The Committee is supported by a SNA staff liaison who works with the Chair and committee members.

How Often Does the Committee Meet?

- The Committee holds at least three in-person meetings each year.
 - Held in October at SNA Fall Committee Days. The in-person meeting will be held on October 25-26, 2019, in Alexandria, Virginia.
 - December to draft the SNA Position Paper.
 - At the Legislative Action Conference being held on February 24-26, 2019.
- The Committee does not meet at the National Leadership Committee in the spring.
- In addition to the in-person meetings, committees meet via conference calls several times a year.

What are My Responsibilities as a Committee Member?

- SNA Board policy requires committee members to attend all meetings. The SNA President must be notified by email if you cannot attend a meeting. The President has the discretion, working with the Chair, to remove committee members from the Committee.
- Actively participate on the committee or work groups within the committee.
- Accepts and completes assignments as requested.
- Promotes volunteer involvement.
- Maintain an understanding of activities, discussions and programs.
- Responds promptly to correspondence and information requests from the Chair, staff liaison or other members within the committee.
- Represents SNA in other meetings, as requested.
- Maintain a current “in good standing” membership in SNA during the committee term.
- Inform the Chair and staff liaison if personal or professional circumstances change to the extent that you are unable to perform the duties and the responsibilities listed above.

Who Pays My Expenses?

SNA pays all travel expenses for members to attend the in-person committee meetings. Before booking travel arrangements for a SNA meeting, members should carefully review the meeting notice to determine travel dates. In particular, it is important to note the starting and ending times of required meetings to ensure travel arrangements are accurate and allow for timely arrivals and departures. An official meeting notice is sent to all committee members to advise when it is appropriate to book the travel. The official **SNA Travel Policy** is as follows:

Air Travel

- All airline tickets need to be purchased 21 days or more in advance in order to secure an affordable airfare. In an effort to control costs, the lowest coach fare is preferred. All airline ticket purchases less than 21 days out from a meeting need to be approved by SNA’s Chief Executive Officer in consultation with the Executive Committee. The 21-day minimum purchase rule is not required when a SNA Officer is required to travel to attend a critical meeting, hearing or media event.

- Travel should be booked through SNA’s travel agency, Corporate Traveler. Tickets can be booked online at <https://portal.fcm.travel/SNA> or by calling Corporate Travel at 571-302-7187. SNA provides Corporate Travel with a list of all members approved for SNA funded travel. If ordering by phone, members should identify themselves as an SNA member and purpose of travel. All tickets booked through the travel agency are billed to SNA’s master account.
- To make traveling easier for volunteer members traveling to SNA meetings with spouses or significant others, members have the option to make airline reservations on their own for themselves and their travel companion. Airline tickets costing more than \$600 need to be approved by SNA in advance. Members who opt to do this need to:
 - Alert SNA’s Executive Assistant that they are booking travel on their own for the SNA meeting they are scheduled to attend.
 - Submit a SNA expense report and copy of the airline reservation itinerary with airline fare to SNA’s Staff Vice President of Finance and Technology in order to get reimbursed at the time of purchase rather than after they attend the meeting.

Other Reimbursable Transportation Expenses:

- Baggage fee for one piece of luggage; two pieces when traveling five days or more
- Airport economy parking
- Airport transfers (taxis, Uber, Lyft, etc.) or personal car mileage to drive to and from the airport.
- Mileage is reimbursed in accordance with the current Internal Revenue Service allowance.

NOTE: Rental cars are not eligible for reimbursement unless there are special circumstances that are approved in advance by the Chief Executive Officer or the Staff Vice President of Finance & Technology.

Hotel

- Hotel expenses will be charged to the SNA Master Account. Incidentals such as Internet access fees, mini bar charges, movies, games and other entertainment are not reimbursable and will be billed to member’s personal credit card by the hotel.

Meals

- Meals are reimbursed on a \$65.00 per day, per diem basis. No receipts are required.
 - Breakfast - \$10.00
 - Lunch - \$20.00
 - Dinner - \$35.00
- If a meal is provided as part of a scheduled SNA meeting or function, there is no reimbursement for that meal.

Expense Report

- SNA requires that all expense reports are completed and submitted with receipts (airfare, baggage, taxis) attached within 30 days of a meeting. Board and committee member travel expenses are budgeted in the annual operating budget which runs from

August 1 thru July 31. All expense reports must be submitted to SNA by July 31 in order for a member to be reimbursed. Any expenses submitted after that date will not be reimbursed.

What, if any, SNA Policies Do I Have to Adhere to as a Committee Member?

Please review the new *SNA Standards of Business Conduct/Conflict of Interest Policy* and requirements for committee members. (See separate document) If any questions, please contact the following SNA staff.

Patti Montague, CAE
SNA Chief Executive Officer
pmontague@schoolnutrition.org
800.877.8822, ext. 143

Jean Geraghty
SNA Staff Vice President/Chief of Staff
jgeraghty@schoolnutrition.org
800.877.8822, ext. 135