



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.

How is the Committee organized?

The committee is led by an appointed chair who serves for a two-year term. Committee members represent each of the seven SNA regions. Appointments are staggered and each appointment is 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?

SNA committees will hold a combination of in-person and virtual meetings depending on the workload of the committee. SNA Board policy requires committee members to attend all meetings. The Board has made the decision to not hold Fall Committee Days in person this year. Instead, all committees will meet virtually through the end of 2021. No decision has been made regarding whether in-person meetings will resume in 2022.



Who pays committee member travel expenses?

Should in-person meetings resume, SNA would pay for all the travel, hotel, and meal expenses for operator committee members to attend the meetings. A travel policy will be provided if/when in-person meetings resume. SNA does not cover the airline and hotel costs for industry committee members to attend the in-person meetings. This is a common practice for professional associations.

General SNA Committee/Council Member Position Description and Responsibilities

Position Description:

Committee/Council members are appointed by the SNA President-elect, and report to the Committee/Council Chair regarding committee activities. Committee/Council members must actively participate in the work of the committee/council, provide thoughtful input to deliberations, focus on the best interest of SNA and the membership, and work toward the accomplishment of the goals outlined by the committee/council for the year.

General Responsibilities:

- SNA Board policy requires committee/council members to attend all meetings.
 - The Committee/Council Chair and Staff Liaison must be notified by email if you cannot attend a meeting.
 - The SNA President has the discretion, working with the Chair and the Staff Liaison, to remove committee/council members from the Committee/Council for any reason, including non-attendance.
- Actively participate on the committee/council or work groups within the committee/council.
- 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/council.
- Represents SNA in other meetings, as requested.
- Maintain a current “in good standing” membership in SNA, as well as an active certificate or credential during the committee/council term. Only Industry members are not required to have an active certificate or credential.
- Inform the Chair and Staff Liaison if personal or professional circumstances prohibit the completion of the duties and responsibilities listed above.

What, if any, SNA Policies do I have to adhere to as a Committee/Council member?

Please review the [Standards of Business Conduct/Conflict of Interest Policy](#) and requirements for committee members. If there are any questions, please contact the following SNA staff:

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