



2018 Governing Council Call for Nominations

Dear SNS Credentialed Member:

The SNA Certificate and Credentialing Governing Council (Governing Council) is recruiting qualified candidates to serve on the Governing Council and help shape the future of SNA's Certificate and Credentialing programs. This is a unique opportunity to be actively involved in the direction of these important programs for SNA members.

The following Governing Council positions are currently open for nomination or self-nomination. The descriptions of the role and responsibilities of each position are attached. Terms are from August 1-July 31.

- (1) State Agency Representative (3-year term)
- (1) Industry Representative (3-year term)
- (1) Newly-Credentialed School Nutrition Practitioner (2-year term)

I. About the Governing Council

PURPOSE STATEMENT:

The Certificate and Credentialing Governing Council for the School Nutrition Association's (SNA) Certificate and Credentialing programs oversees the policies pertaining to the development and administration of established standards, the administration of the national Credentialing examination, and provides adjudication of appeals by candidates for the Certificate and Credentialing programs. Adherence to National Commission for Certifying Agencies' (NCCA) *Standards for the Accreditation of Certification Programs* is intended at all times.

GOVERNANCE AND STRUCTURE:

The Governing Council is an autonomous arm of SNA and is independent in all decision making regarding the Certificate and Credentialing programs such as establishment of the policies and procedures; eligibility standards; the development, administration and scoring of the national Credentialing examination; operational processes; and selection of its officers and consultants. The Governing Council shall not engage in any business or other activity which is not consistent with its mission to support the Certificate and Credentialing programs.

The members of the Governing Council reflect the diversity of the community of interest, have expert knowledge of the nine content areas of the Credentialing exam and experience in test development (i.e. item writing, job analysis). Governing Council members (except for the public member) should preferably be SNS Credentialed (consistent and active) and members of SNA.

Self-nominations are welcome. Members of the Governing Council may not be elected for more than two (2) successive terms. The terms of office will begin August 1.



CONFIDENTIALITY AND NON-DISCLOSURE

Governing Council members, consultants, staff, and others who represent SNA shall maintain the confidentiality of all discussions, decisions, exam items, and actions. To serve on the Governing Council, members must sign a consent form adhering to the confidentiality policy and non-disclosure agreement. If a question is raised as to the confidentiality of certain information, confidentiality will be determined by a vote of the Governing Council. The Governing Council can recommend removal of a member who fails to respect the confidentiality of information.

NONDISCRIMINATION

The Governing Council prohibits discrimination based on race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability (physical and mental), age, genetic information and marital status in the administration of applications, examinations and/or certification activities. All Governing Council policies and procedures must ensure consistency and procedural fairness.

STANDARDS OF CONDUCT

The Governing Council may adopt and publish standards which shall apply to all certificants. In the event that standards are adopted, the Governing Council Standards of Conduct shall govern the activities and professional behavior of all certificants and, among other purposes, shall prohibit violations of these standards.

II. Nominations Process

Nomination Requirements

Candidates who are School Nutrition Practitioners or Industry Representatives must hold the SNS Credentialed (consistent and active) and be members of SNA. Those applying for other positions within the Council (in this case, the State Agency Representative) should preferably be SNS Credentialed (consistent and active) and members of SNA.

If you would like to be considered as a candidate or recommend someone, please complete and submit the following:

- Governing Council Nomination Form
- Bio and/or resume

Please email all materials to the SNA Headquarters at certsns@schoolnutrition.org by **May 15, 2018**

The Governing Council Nomination Form and position descriptions are included on the following pages.

Nomination and Election Process

- Nominations are solicited from the SNA's constituency of SNS Credentialed members (public member is the exception).
- Candidates are nominated or self-nominate.
- All nominations are vetted by SNA staff to ensure eligibility requirements are met. Incomplete

application packets will be considered ineligible and not sent to the Governing Council for consideration.

- Qualified nominations are sent to the Governing Council with the election ballot.
- The Governing Council will review all qualified nominations received.
- It is the responsibility of Governing Council members as they consider the nominees to review the skills requirements for Governing Council positions and review the nominees' experience and skills as well as their goals.
- The Governing Council then evaluates the nominees who have the best experience and skill match for the needs of the Governing Council and they complete the ballot.
- Successful and unsuccessful candidates will be notified of results by the Chair of the Governing Council.
- After all the successful and unsuccessful candidates are notified, the Chair will announce successful candidates to the Governing Council, the SNA Board of Directors and all SNA members via a web article published on the SNA website.

Nominations and Election Timeline

- Open positions will be announced on Monday April 23, 2018.
- Nomination forms including bio and/or resume can be submitted between April 23 and May 15.
- By June 11, SNA Staff will prepare and send an electronic ballot containing all the names of the qualified nominees to the Council.
- By June 18, all ballots must be returned to SNA staff who will prepare tabulation of all ballots received.
- The Governing Council will decide by majority vote.
 - In case of a tie, all eligible Governing Council members will discuss the merits of each candidate and then vote using an online polling tool. This tool will be used to count votes without disclosing who voted for whom. In case the tie continues, the Chair will make the final decision.
- The results of the election shall be forwarded to the Governing Council Chair to announce to the Governing Council members within 5 business days of June 29.



2018 Governing Council

State Agency Position Description

Term: 3 years (August 1- July 31)

Position Description

The State Agency Representative recommends program changes, needs and trends for the certificate and Credentialing programs to ensure the programs continue to meet SNA member professional development needs. The position reviews appeals, participates in exam item writing, recommends policies and SNS exam updates.

Required Qualifications

- SNS Credentialed, preferred but not required.
- Demonstrated experience working with volunteers in professional and community organizations to achieve goals.
- Demonstrated experience and/or knowledge of certificate and/or Credentialing examination programs preferred but not required (i.e. job analysis, item writing and test development.)
- Demonstrated understanding of current school nutrition program operations training needs.
- Familiarity with the National Commission for Certifying Agencies' (NCCA) Standards for the Accreditation of Certification Programs.
- Expertise in providing training or overseeing training for school nutrition practitioners in one or more of the nine areas of the SNS exam.
- Demonstrated understanding of USDA Professional Standards for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

Position Responsibilities

- Reviews, understands and complies with the Governing Council Policies and Procedures.
- Assists in oversight and monitoring of the certificate and Credentialing programs.
- Based on experience and trends with testing, certification or Credentialing programs from other organizations, recommends program changes, needs and trends to members of the Governing Council.
- Reviews appeals, participates in item writing and exam updates.
- Working with SNA Staff Liaison, assists in updating and maintaining the Governing Council Policies and Procedures.
- Performs tasks as assigned by the Chair or Staff Liaison (i.e. appeals, item writing, exam update)
- Prepares thoroughly for meetings and actively participates. Follows up on assigned tasks in a timely manner.

Time Commitment

- Attends at least 6-8 one hour meetings (various formats)
- Reviews draft language via email and performs other tasks as assigned (3-4 hours between August and the following July)
- Reviews candidate nominations in June by ballot deadline.
- Writes items to add to the SNS item bank (write 12-20 questions between August and the following July)



2018 Governing Council Newly Credentialed School Nutrition Practitioner Position Description

Term: 2 years (August 1- July 31)

Position Description

The Newly Credentialed School Nutrition Practitioner recommends program changes, needs and trends for the certificate and Credentialing programs to ensure the programs continue to meet SNA member professional development needs. The position reviews appeals, participates in exam item writing, recommends policies and SNS exam updates.

Required Qualifications

- SNS Credentialed since January 1, 2016
- SNA Industry member
- Demonstrated experience working with volunteers to achieve organization goals.
- Demonstrated experience and/or knowledge of certificate and/or Credentialing examination programs (job analysis, item writing and test development.)
- Demonstrated understanding of current school nutrition program operations training needs.
- Familiarity with the National Commission for Certifying Agencies' (NCCA) Standards for the Accreditation of Certification Programs.
- Expertise in one or more of the nine areas of the SNS exam as an industry member.

All levels of school nutrition professionals are encouraged to apply for the school nutrition practitioner position(s) and it is not restricted to school nutrition directors only. Specifically, the Governing council will benefit from input by single unit members.

Position Responsibilities

- Reviews, understands and complies with the Governing Council Policies and Procedures.
- Assists in oversight and monitoring of the certificate and Credentialing programs.
- Recommends program changes, needs and trends to members of the Governing Council.
- Reviews appeals, participates in item writing and exam updates.
- Working with SNA Staff Liaison, assists in updating and maintaining the Governing Council Policies and Procedures.
- Performs tasks as assigned by the Chair or Staff Liaison (i.e. appeals, item writing, exam update)
- Prepares thoroughly for meetings and actively participates. Follows up on assigned tasks in a timely manner.

Time Commitment

- Attends at least 6-8 one hour meetings (various formats)
- Reviews draft language via email and performs other tasks as assigned (3-4 hours between August and the following July)
- Reviews candidate nominations in June by ballot deadline.
- Writes items to add to the SNS item bank (write 12-20 questions between August and the following July)



2018 Governing Council

Industry Representative Position Description

Term: 3 years (August 1- July 31)

Position Description

The Industry Representative position recommends program changes, needs and trends for the certificate and Credentialing programs based on trends and experience with testing, certification or Credentialing programs from other organizations. The position reviews appeals, participates in exam item writing, recommends policies and SNS exam updates.

Required Qualifications

- SNS Credentialed.
- SNA Industry Member in any of the following categories (corporate industry, patron or industry consultant.)
- Demonstrated experience working with volunteers in professional and community organizations to achieve goal.
- Demonstrated experience and/or knowledge of certificate and/or Credentialing examination programs preferred but not required (i.e. job analysis, item writing and test development.)
- Demonstrated understanding of the important role of school nutrition professionals and how school meals help students perform their best.
- Understanding of training needs among school nutrition operators.
- Familiarity with the National Commission for Certifying Agencies' (NCCA) Standards for the Accreditation of Certification Programs.

Position Responsibilities

- Reviews, understands and complies with the Governing Council Policies and Procedures.
- Assists in oversight and monitoring of the certificate and Credentialing programs.
- Based on experience and trends with testing, certification or Credentialing programs from other organizations, recommends program changes, needs and trends to members of the Governing Council.
- Reviews appeals, participates in item writing and exam updates.
- Working with SNA Staff Liaison, assists in updating and maintaining the Governing Council Policies and Procedures.
- Performs tasks as assigned by the Chair or Staff Liaison (i.e. appeals, item writing, exam update)
- Prepares thoroughly for meetings and actively participates. Follows up on assigned tasks in a timely manner.

Time Commitment

- Attends at least 6-8 one hour meetings (various formats)
- Reviews draft language via email and performs other tasks as assigned (3-4 hours between August and the following July)
- Reviews candidate nominations in June by ballot deadline.
- Writes items to add to the SNS item bank (write 12-20 questions between August and the following July)