State Association Activities

As a SNA state association, you represent and serve your members while carrying out a stated mission, as well as strategic and annual plans to address strategic issues in your state. In addition, you work with the SNA at the national level to advance school nutrition programs and support the national mission and annual plan.

State association activities should include:

- Hosting meetings for your members, such as an annual state conference, industry conference, equipment show, etc.
- Advocating for school nutrition in your state
- Guiding and supporting local chapters and state members through:
  - Leadership training
  - Membership recruitment and retention
  - Professional development programs
  - Member services
  - Public policy information
  - Chapter program ideas
  - Governing rules
  - Fundraising and updates
  - Encouraging participation in national and state awards and recognition programs and meetings and conferences

The state association executive board serves as the governing body for your state association and the voice of your members. The leaders of your state association select your association’s representatives to the SNA House of Delegates that meets once a year at SNA’s Annual National Conference in July. The House of Delegates has the ultimate authority to amend the SNA bylaws and influence school nutrition program policy through visioning, discussions and resolutions.

A Special Note about Membership . . .

Membership recruitment and engagement isn’t just the job of the membership chair alone—it should be a full board and a full association effort!

Remind your board members to talk up the value and benefits of being a part of SNA consistently, constantly, and with enthusiasm to recruit members. Brainstorm ways together to get more SNA members involved on a regular basis. Membership is a team effort!
Sample Job Descriptions

Below are sample job descriptions for potential positions within the state association. Not all state associations must include each position, and in some cases, certain positions may be combined. These examples provided should be used as guidelines, and the descriptions should be adjusted to fit the needs of your association.

For each board position, you should develop eligibility criteria. Examples can include, but should not be limited to:

- Be a SNA member in good standing.
- Have demonstrated leadership abilities, e.g., served on state or national committees.
- Demonstrate a career commitment to school nutrition.
- Be SNA-certified and/or SNS-credentialed.

Officers are elected annually to serve a one-year term. Board members should have a clear understanding of their expectations during their term of office. This is usually conducted during a Board orientation. It is recommended that the state association develop and maintain policies and procedures, which outline guidelines for:

- Attendance at Executive Board meetings
- Board meeting procedures and policies
- Board travel
- Pre-Board planning preparation
- Reporting procedures
- Elections and ballots
- Conducting business

In addition, your state association’s Policy and Procedures should include a formal policy regarding the removal of an officer or termination of hired staff.
**President’s Sample Job Description**

The President serves as the chief elected officer of the state association. The President presides over meetings of the Executive Board, exercises general administrative control of the overall operation of the association and provides the necessary leadership for implementing the vision and the mission of both the state and national associations.

**General Responsibilities:**

The President:

- Serves as the Chief Elected Officer of the association following installation at the Annual State Conference.
- Represents the state association:
  - At all nationally sponsored meetings where representation from a state leader is expected, and/or as it is voted upon by the Executive Board,
  - As a voting member of SNA’s House of Delegates at the Annual National Conference,
  - As a point of contact between the state and the SNA Regional Director and between the state and national Association; e.g. submitting requested information, applying for award(s), etc.
- Presides at meetings of the Executive Board. As such, the President
  - Sets the date, place and time of Board meetings, unless otherwise noted in the state bylaws,
  - Prepares the agenda for Board meetings,
  - Assures that all necessary documents are sent to the members of the Board at least two weeks prior to the meeting,
  - Conducts the meeting according to “Robert’s Rules of Order, Newly Revised,”
  - Ensures that all motions, recommendations and resolutions of the Executive Board are implemented.
- Advises the national Association of all newly elected officers within 15 days after the election.
- Develops the Annual Plan during SNA’s National Leadership Conference.
- Assures execution of the state’s Annual Plan as it relates to the national Association’s Annual Plan.
- Participates actively in developing the association budget.
- Attends and participates in local chapter meetings as requested by the chapters.
- Prepares written reports of all national meetings or conferences attended and provides them to the Executive Board and for the association publication.
- Works with other elected officers in selecting committee chairs and committee members.
- Passes along all pertinent information to the incoming president, and prepares and presents a report of the year’s events for the House of Delegates.
President-Elect’s Sample Job Description

The President-Elect performs all duties and functions of the President during the President’s absence, inability to act or whenever necessary. The President-Elect becomes President when new officers are installed at the Annual State Conference or in the event of the President’s resignation or removal from office.

General Responsibilities:

The President-Elect:

- Becomes familiar with the:
  - Duties of the President,
  - Responsibilities of the Executive Board, including all committees,
  - State and National Bylaws,
  - State Association’s Policy and Procedures Manual,
  - “Robert’s Rules of Order, Newly Revised.”

- Prepares to assume the duties of the President by:
  - Taking over the role of President in the President’s absence or inability to act,
  - Performing duties as assigned by the President,
  - Reviewing correspondence as referred by the President,
  - Considering members for committee assignments for the following year to be recommended and approved by the Executive Board.

- Serves as a voting member of the House of Delegates to the National Association’s Annual National Conference and the state association.

- Serves as a member of committees as assigned by President.

- Prepares all written reports as necessary and submits information and articles to the association publication to keep membership informed.

- Attends chapter meetings in the President’s absence or as requested and, upon conclusion of the term of office, shall:
  - Prepare and present a report to the House of Delegates.
  - Pass on to the incoming President-Elect all accumulated and pertinent documents and information and continues to serve as a resource to that office.
Vice President’s Sample Job Description

The Vice President works with the chapters promoting the state’s Annual Plan and Strategic Plan, providing a liaison between the chapter affiliates and the Executive Board. The Vice President succeeds to the office of the President-Elect when the new officers are installed during the Annual State Conference or in the event of the President-Elect’s resignation or removal from office.

General Responsibilities:

The Vice President:

- Performs the duties of the President-Elect in the President-Elect’s absence.
- Serves the chapter affiliates as needed and requested.
- Acts as a liaison between chapter affiliates and serves as their voice to the Executive Board.
- Promotes the association’s Annual Plan, as well as membership and professional growth opportunities.
- Serves on committees as outlined in the bylaws or as appointed by the President or President-Elect.
- Succeeds to the office of President-Elect at the installation of officers at the Annual State Conference.
Treasurer’s Sample Job Description

The Treasurer has oversight of the financial operations of the association and is responsible, along with the budget committee, for preparing the budget for approval by the Executive Board. The Treasurer serves as Chair of the Finance Committee and also oversees any financial tasks delegated to other positions within the association. (Please note that many state associations combine the roles of Treasurer and Secretary.)

General Responsibilities:

The Treasurer:
- Provides a detailed written report of the financial standing of the association at each Executive Board meeting.
- Files all Federal and State income tax forms by the published deadlines.
- Prepares and submits the proper tax records at the end of the calendar year.
- Maintains a copy of the Articles of Incorporation.
- Serves on committees as assigned or appointed by the President or President-Elect.
- Must be bonded.

In addition, the Treasurer ensures that:
- Accurate records are kept of all receipts, disbursements, cash and draft, in budgeted accounts in the official records belonging to the association,
- Approved expenses are paid promptly,
- Checks over $500 are co-signed by the President or President-Elect.
- Proper funds are allocated to help defray the costs for winners of National awards to travel to conferences.
- The President and President-Elect are bonded for the same sum as the Treasurer.
- Proper funds are budgeted for registration, attendance and travel for appointed leaders to attend national Association’s functions.

Upon conclusion of the term in office, the Treasurer:
- Provides a year-in-review of all financial activity to be presented at the Executive Board meeting.
- Secures the services of an independent auditor to ensure the accuracy of the books being turned over.
- Meets with the incoming treasurer to discuss and review pertinent policies and procedures.
**Secretary’s Sample Job Description**

The Secretary, at the request of the President, is responsible for all general correspondence and shall ensure that the minutes of all meetings are recorded and distributed to staff, paid or volunteer, within one week of the Executive Board meeting. This position is also responsible for providing up-to-date and accurate information to be included in the association publication. The Secretary may be responsible for the publication if assigned by the President or otherwise specified in the bylaws. (Please note that many state associations combine the roles of Treasurer and Secretary.)

**General Responsibilities:**

The Secretary:

- Maintains accurate records of all meetings of the Executive Board and the House of Delegates, if one exists, including attendance, date, time and location. All records remain the property of the association.
- Sends minutes in a timely fashion to the staff, paid or volunteer, for dissemination.
- Keeps accurate accounts of all action to be taken (motions passed or defeated).
- Assists in the execution of the Annual Plan.
- Maintains a record of all meetings of the association and Executive Board for historical purposes.
- Attends chapter meetings or installation services as requested by the Vice-President. Serves on committees as assigned by the President and the President-Elect and, upon completion of the term of office, serves as a resource to the incoming Secretary, providing information on policies and procedures.
- Keeps historical record of all actions approved by State Executive Board over the past ten-year period.
Paid/Volunteer Staff Position’s Sample Job Description

The Staff position, whether performed by volunteer or paid staff, shall provide overall administration of the association’s daily operations, including membership and certification recruitment and retention efforts as determined by the Executive Board.

The Staff Position:

- Works with the Executive Board to maintain accurate records of meetings, correspondence and financial activities.
- Maintains member and certification data.
- Processes conference registrations, industry members included.
- Assists and provides support for the development of the association’s newsletter and communications with the national Association.
- Responds to phone calls and e-mails directed to the association.
- Collects, responds and disseminates mail directed to the association.
- Maintains regular contact with national Association in regard to all pertinent member benefits and a variety of other information as requested by the Executive Board.
Sample Board Orientation

To ensure the smooth transition of leadership on the Executive Board, one of the most effective transition tools is the Board Orientation. Outgoing Board members hold a wealth of knowledge that should be passed along to the incoming Board. In addition, the orientation process will provide the current Board with a clear definition on expectations of their leadership role and a reminder of their fiduciary responsibility to the association. Below are some points that should be covered when conducting the orientation:

- Welcome – Setting the Stage
- Executive Board – How it Works and How it is Organized
- Whom We Represent
- How the Executive Board Communicates
- Expectations of Executive Board Directors
- Fiduciary Responsibilities
- Discussion of Goals and Mission for the Coming Year
- Roles and Division of Responsibilities of Offices
- Committee Structures
- Financial Overview and—Budgets, Financial reports, etc.
- Meetings Schedule
- Overview of Major Programs and Activities
- Policies and Procedures
- Your Resources as a Director
- SNA Services
- SNA Question and Answer Period

SNA Headquarters staff can provide you with additional resources and materials to conduct a comprehensive overview.
Conducting an Executive Board Meeting

Effective management of your association requires organized and efficient Board meetings.

**Scheduling Your Board Meetings**

Many associations conduct quarterly Board meetings to review the financial status, discuss the progress of activities and plan any major meetings and conferences that may be pending. In short, Executive Boards meet to do business, so it is important that meetings are run well. It is helpful to hold meetings the same time every year. For instance, SNA’s Executive Board meets three times each year: in October, prior to National Committee Days; in April, prior to the National Leadership Conference; and in July, prior to the Annual National Conference.

One of the most important aspects of the meeting is to find a time that is convenient for all (or most) Board members to attend. For those members who cannot attend, provide them with a meeting summary within a specified amount of time from the conclusion of the meeting.

**Running Your Board Meetings**

Depending on the group, some leaders may choose to follow a less-structured format for meetings. It is very important, however—no matter how informal the meeting structure—that the meeting is conducted by following “Robert’s Rules of Order, Newly Revised.” Remember to maintain a time schedule. Board members make a commitment of time to attend the meetings, and it is important to adhere to those guidelines. This includes beginning and concluding your meeting on time. On the next page is a sample meeting agenda that may be used to conduct the meeting. Make adjustments as necessary to accommodate the needs of the group.
Sample Board Meeting Agenda

Executive Board Meeting
Date and Place

Agenda

Presiding, (Enter President’s Name)

I. WELCOME
   A. Call to Order
   B. Thought for the Day
   C. Roll Call and Establishment of Quorum
   D. Approval of the Minutes
   E. Adoption of Agenda
   F. Introduction of Timekeeper
   G. Introduction of Parliamentarian

II. BUSINESS REPORTS
   A. Executive Committee Report
   B. Secretary/Treasurer’s Report
   C. Executive Director’s Report
   D. Membership Report

III. ACTION ITEMS

IV. DISCUSSION ITEMS
   A. How the Executive Board Does Business
   B. Bylaws

V. MEGA ISSUE DISCUSSION

VI. INFORMATION ITEMS/OTHER REPORTS
   A. President’s Report
   B. President-Elect’s Report
   C. Vice President’s Report
   D. Standing Committee/Advisory Board Reports
       1. Education
       2. Member Services
       3. Nutrition
       4. Public Policy & Legislation
       5. Research
       6. Resolutions & Bylaws

VII. SPECIAL REPORTS

VIII. OTHER BUSINESS

IX. ADJOURNMENT

FOR THE GOOD OF THE ORDER