



School Nutrition Employee/Manager Representative Position Description

Term

The School Nutrition Employee/Manager Section Chair is elected for a three-year term. Voting for the office of School Nutrition Employee/Manager is limited to the members eligible to vote in that section.

Eligibility Requirements

In accordance with the SNA bylaws, candidates must meet the following eligibility requirements before being considered by the Leadership Development Committee (LDC).

- Be a member in good standing.
- Have an SNA certificate or be SNS credentialed.
- Have demonstrated leadership experience by serving on the executive board of directors of a chartered state affiliate, or on a SNA committee or task force.
- Be regularly employed (a minimum of 130 days during the prior twelve months) in an eligible field.
- Maintain membership at the time of nomination and election. If a change in professional status occurs, a director may complete the term of office provided two years of the three year term has been completed.
- Be a member of the School Nutrition Employee/Manager membership section.

Responsibilities as Outlined in the Bylaws

- Serve as the liaison between the school nutrition employee/manger section members and the Board.
- Communicate with the school nutrition employee/manager section members and the Board.
- Perform other duties incident to the office as assigned by the President, the Board, or association governing documents.

Other Responsibilities

- Provides employee/manager perspective on association policy and professional development issues.
- Assists in planning a program for the meeting of employee/managers at the Annual National Conference.
- Serves as Board advisor to the Membership Committee.
- Responsible for an article on school nutrition in certain School Nutrition magazine issues.
- Promotes membership of employee/managers.
- Other duties as assigned by the President and the Board of Directors.

Board Responsibilities Under the SNA Bylaws

The Board shall be responsible for the management of the affairs of SNA. To that end, it shall also:

- Provide strategic direction for SNA.
- Comply with fiduciary obligations of care, loyalty, and obedience.
- Oversee SNA's business and financial affairs.
- Select and appoint the Chief Executive Officer.
- Perform all duties usually entrusted to officers and directors of the corporation.

Other Responsibilities of Board Directors

All members of the Board of Directors are responsible for the strategic direction and oversight of the association's affairs, including:

- Recommend policies consistent with the Association's vision, mission, and key areas of focus.
- Approve an annual budget and operating plan aligned with the approved strategic plan.
- Determine the Association's objectives and monitors the achievement or non-achievement of planned objectives.
- Ensure the Association adopts and implements a succession plan for Officers.
- Ensure governance structures support a diverse, competent, dynamic, and committed pipeline of members which can be considered for positions as openings arise at all levels of the organization.
- Evaluate the performance of the Association's CEO annually.
- Participate in state initiatives as appropriate and approves the Association's affiliations with other organizations and the terms for such affiliation.
- Serve as a liaison to assigned SNA committees or task forces.
- Serve on the School Nutrition Editorial Advisory Board to provide editorial feedback on the magazine, provide content leads.
- Participate in the judging of national awards as requested.
- Promote SNA membership.
- Perform duties incident to the office of director as assigned by the President, the Board, or the Association governing documents.