



## **Professional Development Committee Fact Sheet**

### ***What is the Professional Development Committee?***

The Professional Development Committee supports SNA's mission and vision by assessing and prioritizing the professional development needs of the members and assists in the development and evaluation of training courses and materials. They recommend programs which meet Certificate and Credentialing program requirements to the SNA Board of Directors. They assist with drafting programs as identified in the annual plan of work and to meet the Strategic Plan strategies and committee charges.

### ***What are the Committee Responsibilities?***

- Evaluates educational materials developed by states, industry and private enterprise for compliance with criteria and suitability for formal training courses, as needed.
- Recommends to the Board; standards, policies, and procedures pertaining to implementation of professional growth and education programs.
- Recommends education programs and method of delivery.
- Monitors and complies with the SNA Strategic Plan; supports the Annual Plan of Work and assesses education programs annually to determine if they are current, need to be updated or should be removed.

### ***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, Suzanne Morales, SNS, from Placentia-Yorba Linda USD, Placentia, California.
- Her appointment as Chair expires on July 31, 2019. Committee members represent the various SNA membership sections and 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?***

- The Committee holds at least one in-person meeting each year in October at SNA Fall Committee Days. The in-person meeting this year was held on October 25-26, 2019, in Alexandria, Virginia.
- Based on the workload in the Annual Committee Charge(s) and the progress in completing tasks in the charge(s), committees may or may not meet at the National Leadership Conference (NLC) in the spring. Committee members are notified in February whether or not they will be attending NLC. This year NLC will take place in Sarasota, Florida from May 9-11, 2019.
- 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?***

#### **School Nutrition Members**

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.

### **Industry Members**

- SNA's long-standing policy is that the association does not reimburse for travel expenses for industry members participating in committee meetings.
- SNA does, however, secure a hotel room for industry members during in-person committee meetings and if the meeting takes place at Committee Days or the National Leadership Conference, SNA Meeting staff will register the industry member for the conference.
- 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.

### ***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.

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