



## Secretary/Treasurer Position Description

### Term

The Secretary/Treasurer serves as an officer on the Board of Directors and is elected to serve for a two-year term. Voting for the office of Secretary/Treasurer is open to all members eligible to vote.

### 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 at least two full years of service on the SNA Board of Directors and have one year or less remaining in the current term of office.
- 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 and be employed in the school nutrition profession from election until the end of the term as Secretary/Treasurer.
- Have a working knowledge of finance and budgeting.

### Responsibilities as Outlined in the Bylaws

- Ensure the accurate recording of the minutes of the Delegate Assembly, the Board of Directors, the Executive Committee, and the Finance Committee.
- Serve as Chair of the Finance Committee and the Resolutions & Bylaws Committees.
- Monitor the association funds, investments, and securities, and give an audited financial report annually to the Delegate Assembly.
- Submit an annual budget to the Board of Directors.
- Perform other duties incident to the office of Secretary/Treasurer as assigned by the President, the Board of Directors, or the Association governing documents.

### Other Responsibilities

- Chair the Board of Directors Audit Committee.
- Serve on the School Nutrition Foundation (SNF) 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.