



## **BOARD OF DIRECTORS**

### **VICE PRESIDENT POSITION DESCRIPTION**

#### **Term:**

The Vice President is elected to serve for a one-year term. Upon completion of the one-year term, the incumbent shall succeed to the office of President-elect. Following a term of one year as President-elect, the incumbent shall succeed to the position of President and serve a one-year term. Voting for the position of Vice President is open to all members eligible to vote.

#### **Eligibility Requirements:**

In accordance with the SNA bylaws, potential candidates must meet the following eligibility requirements before being forwarded to the Leadership Development Committee for further consideration of their leadership experience and competencies:

- Be a member in good standing;
- Hold the SNS credential;
- Hold a bachelor's degree;
- Have demonstrated leadership experience by serving previously on the SNA board;
- Be regularly employed (a minimum of 130 days during the prior twelve months) in an eligible field; and
- Maintain membership at the time of nomination and election and must be employed in the school nutrition profession from election until the end of the term as President.

#### **Responsibilities as Outlined in the Bylaws:**

- Perform the duties of the president-elect in the president-elect's temporary absence;
- Serve as required by these bylaws and other association governing documents; and
- Perform other duties incident to the office of vice president as assigned by the president, the board or association governing documents.

### **Other Responsibilities:**

- The Vice President uses the year to become familiar with the current policies, procedures and practices of the Board, committees and advisory boards, legislative and industry issues and other child nutrition issues in an effort to prepare for the role as president;
- Review the Board *Policy Manual* and the *Procedures Manual* after changes adopted by Board of Directors;
- Act as an advisor for the Industry Advisory Council and the Public Policy & Legislation Committee; and
- Attend state association and allied organization meetings as needed.

### **Responsibilities Under 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; and
- Perform all duties usually entrusted to officers and directors of the corporation.

### **Other Responsibilities of Members of the Board of Directors:**

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

- Develop and oversee implementation of the SNA Strategic Plan and the annual Plan of Action; monitor accomplishments annually against goals and strategies;
- Select, appoint and evaluate the Chief Executive Officer;
- Moderate mega issue discussions at board meetings, as requested;
- Represent the Board with allied organizations, chartered state affiliates, at meetings, conferences and hearings, etc., as requested;
- Perform all duties usually entrusted to officers and directors of the corporation;
- Comply with Board member fiduciary obligations of care, loyalty and obedience;
- Encourage members to consider SNA committee appointments and make recommendations to the President-elect;
- Encourage members to consider the path to national leadership opportunities and make recommendations to the Leadership

Development Committee on potential candidates for elected positions on the Board of Directors and the Leadership Development Committee; and

- Promote the benefits of SNA membership.