



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.