



## **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 on the SNA Board.
- 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 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.
- 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.
- Attend state association and allied organization meetings as needed.

### **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.