

*Thank you for considering serving on the SNA Board of Directors!*

*As a volunteer- run organization, SNA of Massachusetts is always seeking individuals who aspire to get more involved with the association by becoming a board member. Becoming involved at this level is rewarding, and develops your skills in a professional and personal way. It is a fantastic way to enhance your resume, and your professional reputation. Most positions will offer you the opportunity to travel to participate in national conferences and events at the expense of SNA of Massachusetts.*

*As a board member, you are viewed as a leader of your peers. We need members with strong leadership skills who have been actively participating in the state association. If you wish to become a board member, the best place to start is as a chapter delegate- elect. Annually, we seek 5 individuals from each chapter for those positions. It is a great way to get to know how the board functions. Below are the descriptions of all of the positions.*

*Please be aware that some positions are elected, and some are appointed.*

---

## **EXECUTIVE BOARD POSITION DESCRIPTIONS & TERM COMMITMENT**

### **Executive Committee Positions**

Aspire to be SNA President? To do so, you must be willing to commit to a four year term, which follows a pre-determined succession plan. To begin this leadership journey, you must first be **elected** as Vice President; then, each year, the individual moves up to the positions of President Elect, President, culminating as Past President. To be eligible to run for Vice President, you must have been an SNA member for at least two years and must have two years of experience serving on the Executive Board (as delegate/delegate-elect, treasurer and/or committee chairperson).

Please see the brief summary of descriptions below for an overview of duties.

1. Vice President: Reviews bylaws to make sure that they reflect the goals of the association; makes recommendations for updating by-laws. Observes and learns about future duties as President-elect and President.

Term: 1 year                      Voting member of the board

2. President- Elect: Works closely with the president to ensure continued leadership towards realizing the vision and goals of the association. Serves as the liaison to the chapter delegates & delegate- elects.

Term: 1 year                      Voting member of the board

3. President: Serves as the chief executive officer of the association. Guides the association toward realizing its vision through encouraging, directing and leading members. Works to develop current and future leaders, inspire members, implement initiatives and follow and develop policies and procedures while strengthening the association.

Term: 1 year                      Voting member of the board

4. Past President: Serves as the nominating chair to ensure continued growth and development of volunteer leadership. Works to identify potential leaders and solicits candidates for the positions of delegates-elect, treasurer and vice president.

Term: 1 year                      Voting member of the board

### **Other Elected Positions:**

Delegate/Delegate- Elect: Brings the association's mission, vision and goals to chapter members. Plans chapter and director's meetings. Acts as the liaison for members to the Executive Board. Delegate -elect assists delegate and acts as chapter treasurer. Upon completion of first year, delegate-elect moves to the position of delegate.

Term: 2 years                      Delegate: Voting member of the board

Delegate elect: non-voting member of the board (unless delegate is absent)

Treasurer: Works to maintain the financial integrity and security for the association. Responsible for financial planning, budget preparation, monitoring and reporting to ensure that the association is fiscally and managerially sound.

Term: 2 years                      Voting member of the board

### **Appointed Committee Chair Positions**

1. Exhibits Chair: Responsible for the major revenue sources for the association: vendor exhibit shows. Their work is to develop, promote, sell, organize and implement the vendor exhibits at conferences.

Term: 2 years                      Voting member of the board

2. Industry Chair: Works closely with the Exhibits Committee to ensure a healthy revenue stream for the association through promotion of exhibits, sponsorships and memberships. Also acts as a liaison to corporate members. This individual must be an industry member.

Term: 3 years                      Voting member of the board

3. Nutrition/Legislative Chair: Plans and coordinates state participation at Legislative Action Conference. Monitors and disseminates regulatory and legislative information and communicates to members. Educates members about legislative process, its impact on child nutrition programs and develops proactive initiatives, particularly in the area of nutrition. Provides members with up to date information on current nutrition issues, trends, and standards.

Term: 2 years                      Voting member of the board

4. Member Relations Chair: Works to recruit and retain members using various strategies. Helps members further their careers and personal growth by providing and promoting initiatives for education, certification, credentialing, scholarships, and awards. Promotes the association and works to develop a positive image for school nutrition professionals through social media, newsletters and other outlets.

Term: 2 years                      Voting member of the board

5. Professional Development Chair: enhances the professional growth of members by planning timely educational and inspirational sessions at conferences and other association events. Seeks relevant educational topics which assist members in the successful operation of school nutrition programs, as well as in the areas of personal and professional growth. Organizes all details relative to the execution of educational sessions, such as securing speakers, conference logistics and program evaluations.

Term: 2 years                      Voting member of the board

**Application of Interest for Consideration of Future SNA Board of Directors Position**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

School District: \_\_\_\_\_

Position: \_\_\_\_\_

SNA Member: Y N

Years in food service? \_\_\_\_\_

Do you have a:                      Certificate in School Nutrition   Y   N                      SNS Credential   Y   N

Please describe why you are interested in serving on the SNA board?

What strengths, contributions, skills, and/or experiences would you bring to this board?

Please list volunteer experiences:

Please check off positions you are interested in being considered for:

- Delegate elect
- Vice President
- Treasurer
- Professional Development Chair
- Industry Council Chair
- Member Relations
- Nutrition Legislation
- Exhibits Chair

Please return this sheet to any SNA Board member or email to [info@schoolnutrition.info](mailto:info@schoolnutrition.info) Thank you!