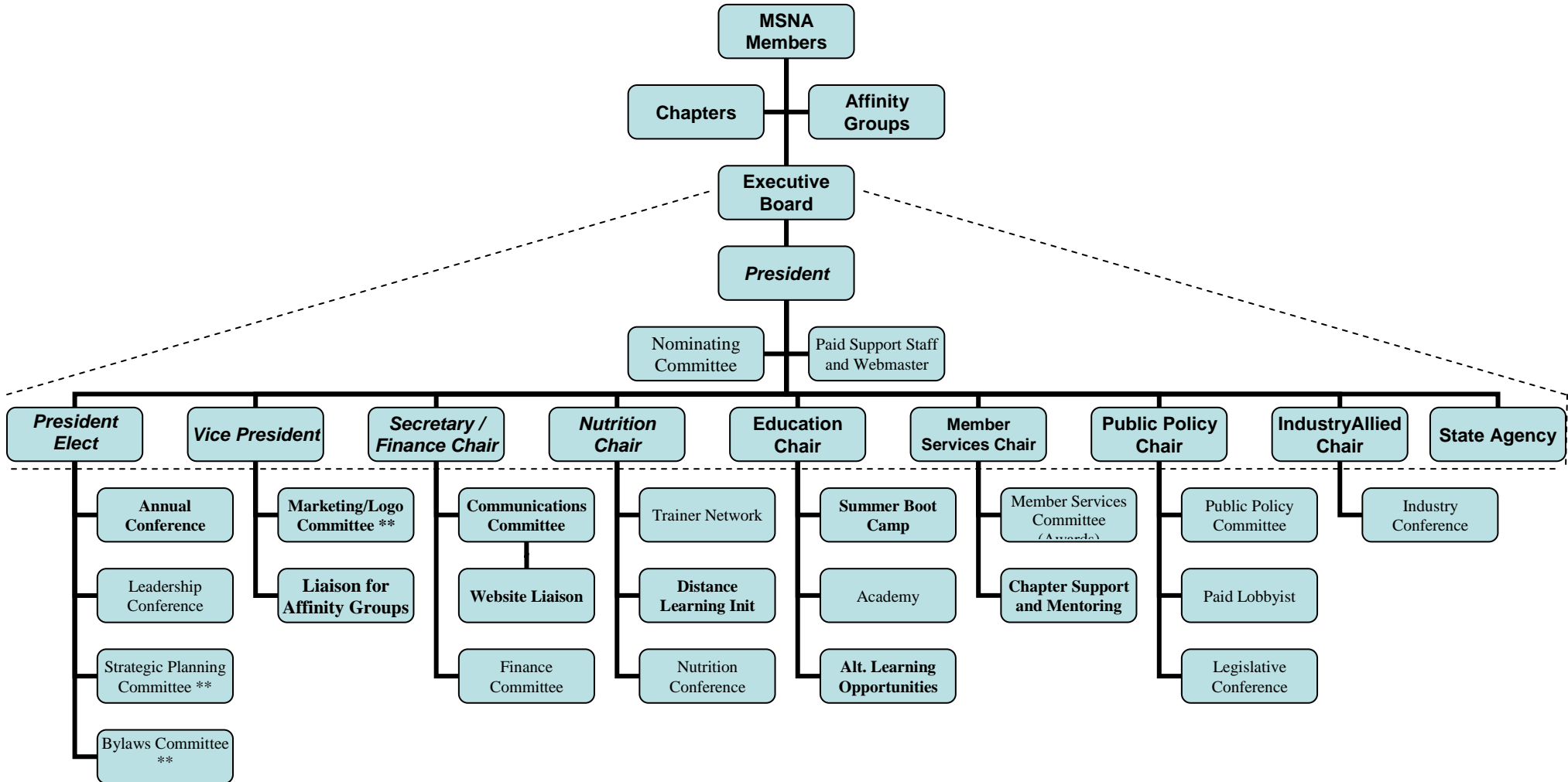




POLICY and PROCEDURES
MANUAL

May 2008

MSNA Organization Chart (5/07)



Additional Committee Assignments

President	President Elect	Vice President	Secretary/Finance Chair	Nutrition Chair	Member Services Chair	State Agency Chair
<ul style="list-style-type: none"> Nominating Committee 	<ul style="list-style-type: none"> Nominating Committee Legislative Conference 	<ul style="list-style-type: none"> Nominating Committee Industry Conference Member Services Committee 	<ul style="list-style-type: none"> Nominating Committee Trainer Network Distance Learning Init. 	<ul style="list-style-type: none"> Nutrition Committee 	<ul style="list-style-type: none"> Leadership Conference 	<ul style="list-style-type: none"> Annual Conference

POSITION DESCRIPTIONS

1. *President:*

- a. Represents the Association in policy matters and is the chief spokesperson.
- b. Prepares the annual Plan of Action (association goals).
- b. Serves as Chair of the Executive Board and Executive Committee.
- c. Presides at meetings.
- d. Serves as an ex-officio member of all committees and advisory boards, except the Nominating Committee.
- e. Prepares the agenda for Executive Board and Executive Committee meetings.
- f. May replace members of committees and advisory boards, with the exception of the Nominating Committee, with the approval of the MSNA Executive Committee.
- g. Appoints consultants to committees where needed.
- h. May replace appointed chairs of committees and advisory boards.
- i. Initiates response to action taken by the House of Delegates and the Executive Board.
- j. Establishes time schedules for meetings.
- k. Initiates and directs the implementation of the Plan of Action.
- l. Oversees activities of paid association staff (Administrative Coordinator and Webmaster);
- m. Shall appoint a House of Delegates parliamentarian.
- n. Serves on the following committees: Finance, Industry, and Public Policy.
- o. Chairs House of Delegates and Nominating Committees.
- p. Directs the Administrative Coordinator to send appropriate notices and copies of the minutes to the Executive Board.

2. *President-elect*

- a. Studies the duties and responsibilities of the President, other members of the Executive Board, committees, advisory boards, and state affiliates.
- b. Chairs the committee, approved by the Board, to prepare a Plan of Action for the ensuing year. This Plan of Action will be consistent with the Strategic Plan.
- c. Presents the approved Plan of Action to state affiliates at Leadership Seminar(s) prior to year as President.
- d. Represents the Association at the request of the President.
- e. Performs the duties of the President in the President's absence.
- f. Succeeds to the office of President after annual elections and official installation.
- g. May serve as an ex-officio member for all committees.
- h. Chairs: Bylaws and Resolutions Committee.
- i. Serves on the following committees: Annual Conference, Legislative Conference Committee, Nominating, and Leadership, Strategic Planning when necessary.

3. *Vice President:*

- a. Succeeds to the office of President-elect:
 - 1) at the end of the second Annual State Conference following election; or
 - 2) in the event of the President-elect's death, resignation, or removal from office.
- b. Performs the duties of the President-elect in the President-elect's absence.
- d. May serve as an ex-officio member for all committees.
- f. Succeeds to the office of President Elect after annual elections and officer installation.
- c. Serves on the following committees: Nominating, Member Services, Industry and other committees as needed
- d. Chairs the Marketing / Logo committee

4. *Secretary/Finance Chair*

- a. Reviews all minutes of the House of Delegates, the Executive Board and Executive Committee meetings prior to distribution for approval.
- b. Along with the Administrative Coordinator, coordinates publications and website.
- c. Serves on the Nominating Committee in odd year for even year election.
- d. Monitors Association funds, investments, and securities.
- e. Presents a financial report at the House of Delegates meeting.
- f. Drafts a proposed annual budget in cooperation with the Executive Committee and Administrative Coordinator. Submits budget to the Executive Board for adoption.
- g. Notifies officers and the chairs of each committee and advisory board of budgeted funds.
- h. Serves as chair of the Finance Committee. Serves on the Nominating Committee, Trainer Network, and Distance Learning Initiative.
- i. Oversees the financial operations of the association.
- j. Overseer of financial responsibilities of the Administrative Coordinator.
- k. Reports on year to date revenues and expenditures against the budget.

5. *Nutrition Chair*

- a. Chairs: Nutrition Committee.
- b. Oversees Nutrition Conference.
- c. Provides leadership, support and resource materials for the Nutrition Committee.
- d. Assists in helping school districts meet the nutrition standards for Child Nutrition programs.
- e. Monitors United States Department Agriculture proposals in regards to nutrition issues and prepares written responses on behalf of the association.
- f. Prepares an annual summary of developments relating to nutrition aspects of school nutrition programs for the association's Annual Meeting.
- g. Serves on the Nominating Committee in even year for even year election.
- h. Oversees the Trainer Network and takes the lead in providing input for distance learning initiatives.

General Responsibilities of Board Appointed Officers.

1. *Education Chair*

- a. Coordinates plan of educational activities for the Boot Camp and Alternate Learning Opportunities to ensure no overlap of speakers/topics, etc.
- b. Chairs and appoints sub committees as appropriate.
- c. Develops a calendar and budget for educational activities in keeping with the Plan of Action and Strategic Plan.
- d. Term of office is two years with option of additional two year term, and rotates off the Executive Board in odd year.

2. *Membership Services Chair*

- a. Coordinates yearly plan for recruitment and retention of members.
- b. Administer SNA/MSNA awards and recognition programs.
- c. Design and implement recognition programs.
- d. Develop and report feedback of member needs to appropriate committees.

- d. Term of office is two years with option of additional two year term, and rotates off the Executive Board in odd year.
- d. Develop and report feedback of member needs to appropriate committees.
- e. Works with the chapters promoting the Plan of Action and the Strategic Plan.

3. *Public Policy Chair*

- a. Chairs the Public Policy Committee (Legislative Conference Committee) representing the Association's state and federal legislative initiatives.
- b. Oversees paid Lobbyist, if one is employed.
- c. Liaison with SNA Legislative Committee.
- d. Coordinate legislative events.
- e. Term of office is two years with option of additional two year term, and rotates off the Executive Board in odd year.

4. *Industry & Allied Chair*

- a. Chairs the Industry and Allied Conference committee.
- b. Oversees the Industry Conference.
- c. Responsible for networking with Industry and Allied groups.
- d. Shares the views of Industry with the Association.
- e. Serves on or appoints members to the following committees: Annual Conference, Finance, Member Services, and Nutrition Conference committees.
- f. Encourages and recruits industry members.
- g. Term of office is two years with option of additional two year term, and rotates off the Executive Board in even year.

5. *State Agency Representative (non-voting)*

- a. Serves as liaison between the State Agency and MSNA.
- b. Serves on Public Policy committee.
- c. Serves in advisory capacity to MSNA Executive Board.
- e. Reports on state and federal regulations and initiatives that affect school meal programs.
- f. The MN Dept of Education, Director of Food and Nutrition Services is invited by the President to be an ex-officio member of the MSNA Executive Board. The FNS Director may appoint an alternate representative. This is a non-voting position. The length of term is mutually agreed upon.

SECTION II

ELECTED OFFICERS

OF

EXECUTIVE BOARD

FULL DESCRIPTION OF RESPONSIBILITIES – TAKEN FROM 8-05 BYLAWS

Created	June 1986
Revised	January 1999
Revised	August 2004
Revised	May 2005
Revised	August 2005
Revised	June 2007
Revised	May 2008

PRESIDENT

The President shall be chief executive officer of the Minnesota School Nutrition Association, Inc.; preside at meetings of the Executive Board; exercise general administrative control over the management of the Association; perform all other duties usually associated with the office of President, i.e. appoint and be a member ex-officio of all standing and special committees, appoint a qualified member to fill unexpired terms of any and all vacancies in special or standing committees within the association.

General Responsibilities

1. Serve as Executive Officer of the Association, after the installation at the Annual State Conference.
2. Set the date, time and place for Executive Board meetings.
 - a. Work with the Administrative Coordinator to prepare an agenda for each Executive Board meeting.
 - b. Direct the Administrative Coordinator to send a notice of the Board meeting to all Board members and Chapter Presidents at least two weeks before the date of the meeting.
3. Execute the program of work for the Association in conjunction with that of SNA, which will be presented at the SNA Leadership Conference.
4. Take an active part in setting up the budget for the Association.
5. Represent the association at the SNA Annual National Conference, Child Nutrition and Industry Conference. Attendance at other SNA Conferences, where MSNA representation is expected, must have board approval.
6. See that all motions, recommendations, and resolutions of the Executive Board are implemented and shall see that a recommendation of the House of Delegates are duly considered.
7. Expected to attend and participate in local chapter meetings as requested by the chapters during the term of office. The President should be available to attend meetings that concern the Association.
8. Chair and appoint Nominating Committee.
9. Appoint Resolutions and Bylaw Committee, as needed.
10. Official contact between MSNA and SNA.
 - a. Shall submit all requested information and may apply for any award(s) as needed.
 - b. Within 15 days after election, shall advise the SNA Executive Director and Regional Director of newly elected officers, with the assistance of the Administrative Coordinator.
11. Serve as a voting delegate to the House of Delegates at the annual meeting of SNA and MSNA.
12. Prepare written reports of all SNA-sponsored meetings or conferences attended, to be presented at the next Executive Board Meeting and to submit a copy of the written report to the Administrative Coordinator to be used in the association publication.

13. Present for Executive Board approval, the new Slate of Officers, prior to the House of Delegates.
14. Work with Elected Officers to appoint Division Chairs.
15. Pass on to the incoming President all cumulative and pertinent information.
16. Exercise all other general powers of supervisory and active management usually vested in the office of the President.
17. Prepare a report of the years events for the House of Delegates.
18. Be responsible for supervising and reviewing work of the Administrative Coordinator.
19. Serve on the Finance Steering Committee, as needed.
20. Lead and implement the MSFSA Strategic Plan and Plan of Action.
21. Preside over the House of Delegates.

PRESIDENT-ELECT

The President-Elect shall perform the duties and functions of the President whenever necessary in the absence of the President or inability to act. The President-Elect becomes President when new officers are installed.

General Responsibilities

1. Become familiar with:
 - a. The duties of the President.
 - b. The responsibilities of the Executive Board, including all committees.
 - c. MNSA, Mission, Vision and Values, and Policy and Procedures Manual and Bylaws.
2. Prepare to assume the duties of President:
 - a. Be prepared to take over the role of President in the President's absence or inability to act.
 - b. Perform duties as assigned by the President.
3. Consider members for committee assignment for the following year to be recommended and approved by the Executive Board.
4. Serve in the following capacities:
 - a. Chair the Strategic Planning committee as needed.
 - b. Member of the Nominating Committee, Annual Conference Committee, and Legislative Committee.
 - c. A voting member the SNA and the MSNA House of Delegates.
5. Prepare written reports for the Executive Board to be presented at the Executive Board meetings, Leadership Conference, and House of Delegates when held.
6. Attend Chapter meetings as requested and able.
7. Pass on pertinent information and resources to the incoming President Elect.
8. Prepare (developed w/SNA initiatives in mind) and present a Program of Work at the MSNA Leadership Conference for the upcoming year as president.
9. Represents the association at the SNA Annual National, Legislative Action and Leadership Conferences.
10. Represents MSNA at SNA Conferences when scheduled to attend on behalf of the Association. Currently, the President-elect attends the SNA Leadership, SNA Legislative and SNA Annual National Conferences.

VICE PRESIDENT

The Vice President shall work with the chapters promoting the Plan of Action and the Strategic Plan. This position will provide a liaison between the chapter affiliates and the Executive Board. The Vice President shall succeed to the office of President Elect at the end of the annual conference elections or in the event of the President Elect's death, resignation, or removal from office.

General Responsibilities

1. Succeeds to the office of President Elect.
2. Performs duties of the President Elect in the President Elect's absence.
3. Promotes the Association's Plan of Action.
4. Acts as liaison support between chapter affiliates and the Executive Board by expressing views of the chapters.
5. Is available to assist chapter affiliates, if needed.
6. Promotes membership and professional growth.
7. May attend chapter meetings and may perform installation ceremony of chapter officers.
8. Conducts chapter leadership workshops in conjunction with the President Elect at various MSNA conferences.
9. Attends SNA Leadership Conference and Annual National Conference.
10. Member on the Nominating Committee.
11. Member of the Publications/Public Information Committee.
12. Member of the Education Committee.
13. Member of the Member Services Committee.
14. Member of the Revenue Generating Committee.
15. Member of the House of Delegates.
16. Serves as a voting member of the House of Delegates of the Annual Conferences of the SNA and MSNA.
17. Works with the chapters to obtain an updated Chapter Officer Roster, prior to the MSNA Annual Conference each year.

SECRETARY/FINANCE CHAIR

The Secretary/Finance Chair shall work directly with the President and Administrative Coordinator to handle communication efforts for the association's members. The position shall oversee the financial operations of the association and the financial responsibilities of the Administrative Coordinator. The Chair will work with the Finance Steering Committee to prepare a budget and notify all officers of the Association and Chairs of the committees of the amount of money budgeted. The Secretary/Finance Chair will Chair the Revenue Generating, Finance Steering and Publications Committees.

General Responsibilities

1. Shall serve a two-year term, with election to be held in the even years,.
2. Assist in the execution of the President's Guide for a Successful Year/Plan of Action.
3. May attend chapter meetings or installations, as requested.
4. Shall serve at Publications Chair, which includes:
 - a. Coordinating with the Administrative Coordinator the gathering and editing of articles from board and committee chairs, regarding various functions and information for the Processor and Processor Handbook.

- b. Works with the Administrative Coordinator and the President and/or other association members, to update and maintain the website. Reviews and approves information for the website.
 - c. Shall select Publications Committee, which includes:
Members Services Chair, Education Chair, Nutrition Chair, Vice President and 4-6 Members at Large.
 5. Shall be bonded for \$100,000.
 6. Shall work with the Administrative Coordinator to see that the President and President Elect are bonded for the sum of \$100,000 each.
 7. Shall have the responsibility for funds and securities of the Association. In this capacity, the Secretary/Finance Chair shall:
 - a. Work with the Administrative Coordinator to make sure that accurate records are kept of all receipts and disbursements by budgeted accounts in the official records, belonging to the Association.
 - b. Oversees and approves all expense claims for the Executive Board and Committees. Reimbursement should be submitted for approval on the "Deposit/Expense Reimbursement Voucher Form" (see Appendix) with receipts attached.
 - 1.) The Committee Chair and Secretary/Finance Chair must approve all expense claims.
 - 2.) The Executive Board must approve all expense reimbursements if they are over the amount budgeted or if the expense was not budgeted.
 - c. Furnish a written report of the financial standing of each budgeted account at each Executive Board Meeting
 8. In order to complete the efficient transfer of the Association's records between Secretary/Finance Chairs, the following procedures shall be used:
 - a. The outgoing Secretary/Finance Chair will present a financial report to the Executive Board of the period ending on December 31, or on the date of the Executive Board Meeting, which ever occurs first. This report shall be considered the final report of the fiscal year.
 - b. To ensure accuracy for the incoming Secretary/Finance Chair, current Chair shall appoint an independent accountant to review all financial records by October 30 of the year that the new Secretary/Finance Chair takes office. The independent accountant will prepare the annual tax return.
 - c. At the time of the Annual State Conference, the outgoing Chair will work with the incoming Chair to explain procedures of conference expenses and revenues.
 - d. By September 1, the outgoing Chair shall have met with the incoming Chair to explain how the records are kept and to review the policies and procedures relative to the Secretary/Finance Chair. At that time, the pertinent records shall be turned over to the incoming Secretary/Finance Chair.
 - e. When possible, the checking and savings accounts shall remain with the same banking institution.
 - f. All checks are to be co-signed by the President and/or President Elect and Secretary/Finance Chair, if the amount exceeds \$10,000.
 - g. Shall keep a copy of the MSNA Articles of Incorporation on file.
 - h. Shall assist the Administrative Coordinator in filing Federal and State Taxes by deadline of each fiscal year.

- i. Shall maintain sound financial practices, by recommending to the Executive Board that funds be deposited in an interest bearing account above the amount needed for anticipated expenses and prepare reports of such funds.
9. Shall submit articles to the Association's publications.
10. Shall, publish a Financial Update to membership (year in review) in the Association's Publication.
11. Shall work with the Administrative Coordinator to budget and make available funds to pay for registration and expenses for the President, President Elect and Vice President to attend SNA conferences.
12. Shall work with the Administrative Coordinator to budget for registration and expenses for the Louise Sublette Award of Excellence winner and other members, whose representation is needed at various SNA functions (see Appendix for expenses covered).
13. With input of the Executive Board and Committee Chairs, shall develop a budget for two years out.
14. Shall chair the Finance Steering Committee, which includes: Secretary/Finance Chair, President, President Elect, Education Division Chair, Nutrition Chair, and Industry Chair. The responsibilities will be to: set the budget, dues, conference profits, and guidelines for fees and expenses.
15. Shall chair the Revenue Generating Committee, as needed, which includes: Secretary/Finance Chair, Industry Representative, Annual Conference Exhibit Hall Representative, Vice President, State Agency Representative and 3-5 Members at Large. Revenue sources may include: conference booths, advertisements, grants (private and public), emporium sales and sponsorships.
16. Shall serve on the Nominating Committee, in even years, to assist in recommending person(s) for the Secretary/Finance Chair in upcoming elections.

NUTRITION CHAIR

The Nutrition Chair shall assemble a committee and shall be responsible for developing nutrition awareness among all members, enabling them to better cooperate in the coordination of the school food service program with nutrition education in their schools.

Responsibilities

1. Chairs: Nutrition Committee.
2. Oversees Nutrition Conference.
3. Provides leadership, support and resource materials for the Nutrition Committee.
4. Assists in helping school districts meet the nutrition standards for CN programs.
5. Monitors USDA proposals in regards to nutrition issues and prepares written responses on behalf of the association
6. Promotes nutrition education.
7. Promotes the President's Guide for a Successful Year/Plan of Action.
8. Prepares an annual summary of developments relating to nutrition aspects of school nutrition programs for the House of Delegates.
9. Attend at least one seminar per year that promotes personal professional development in the area of child and/or school nutrition.
10. Serves as a resource to the Executive Board members and local chapters.
11. Represents the association in matters that relate to the topic of nutrition and nutrition education with state agencies, professional associations and other organizations of the state.

12. Serve a two-year term, with election to be held in the odd years, with the option to run for an additional two-year term.

INDUSTRY REPRESENTATIVE/CHAIR/COMMITTEE

Responsibilities

1. Assemble Industry Committee to consist of the President, 3-5 Industry members and 3-5 MSNA Members.
2. Attend Executive Board meetings.
 - a. Serve as a resource to Executive Board members and local chapters.
 - c. Advise on committee activities and seek Executive Board support as needed.
 - c. Conduct committee meetings with appropriate resource people.
 - d. Submit an annual budget request.
3. Communication
 - a. Submit articles for the MSNA publication.
 - b. Furnish information to chapter officers and present programs when requested.
4. SNA
 - a. Act as a resource and interpret national activities that may be useful for the MSNA Plan of Action.
 - b. Evaluate other states' material and share MSNA program resources.
 - c. Furnish information as needed to the SNA Headquarters office, SNA Executive Board, or other standing committees as requested.
5. Duties
 - a. Act as liaison between Industry and Allied Groups that share mutual interest and concerns with MSNA.
 - b. Inform and seek support from Industry and Allied groups regarding pending legislation and other Association concerns.
 - c. Be responsible for recruitment of Industry memberships.
 - 1) Application and renewal forms shall be available at the Annual State Conference or placed in packets for potential and existing Industry members attending the Annual Conference Exhibit Show. Renewal forms and reminder letters shall be sent to current Industry partners no later than December 1 of each year. (Membership duration shall be January 1 - December 31.)
 - 2) All applications are to be sent to MSNA Administration Coordinator, with checks made payable to MSNA.
 - d. Plan an Industry Conference to be sponsored or co-sponsored by MSNA with Industry and Allied Group
 - e. Responsible for securing clock hours and having forms available at Industry and Allied Conference.
 - f. Accept additional duties and responsibilities as requested by the President.
 - g. Serve or recruit Industry or Allied members to serve on following committees:
 - 1) Education/Conference Steering Committee
 - 2) Finance Steering Committee
 - 3) Member Services Committee
 - 4) Public Policy Committee
 - h. Recruit and nominate Industry or Allied members, willing to serve on Executive Board.

- 1) Committee to develop ballot and place in packets at the Annual Conference Exhibit Hall.
- 2) Election results to be announced at a General Session at the Annual Conference.
- 3) Results of election to be published in Association publication.

SECTION III
APPOINTED
DIVISION CHAIRS
OF
EXECUTIVE BOARD

EDUCATION DIVISION CHAIR/COMMITTEE

The Education Division Chair shall coordinate and plan education initiatives and activities, including the Boot Camp, Alternative Learning Opportunities and serves as Chair of the Education Steering Committee as needed. Assign budget and revenue targets to conference committees. The Education Division Chair shall be appointed by the elected officers. Term of office is two years with the option of an additional two year term, rotate off the Executive Board in even years.

General Responsibilities

1. Attend Executive Board meetings and participate in Board action.
 - a. Advise Executive Board on committee activities.
 - b. Conduct committee meetings as deemed appropriate.
 - c. Develops goals based on the Plan of Action and Strategic Plan.
 - d. Assign sub committees as appropriate.
 - e. Develop and submit a calendar and budget.
2. Communication
 - a. Submit information for publications, as needed.
 - b. Encourage members to pursue professional and personal development.
3. SNA
 - a. Shall act as a resource and interpret and/or implement national activities that may be useful for the MSNA Plan of Action.
 - b. Furnish information as needed to the SNA Headquarters office, SNA Executive Board, or other standing committees as requested.
 - c. Serve as SFS Foundation Representative as requested by State President.
4. Coordinates/plans educational initiatives/activities including but not limited to Boot Camp and Alternative Learning Opportunities.
5. Serve as the liaison with the State Agency in regards to professional development and training issues.
- 6 The Education Steering Committee shall publish information and notices about conferences or events in the Association publication as needed.

MEMBER SERVICES CHAIR/COMMITTEE

The Member Services Division Chair shall assemble committee's and be responsible for all procedures pertaining to recruiting and retention of members and administering SNA/MSNA awards and recognition programs. The Member Services Chair shall be appointed by the elected officers. Term of office is two years with the option of an additional two year term, rotate off the Executive Board in odd year.

General Responsibilities

1. Attend Executive Board meetings.
 - a. Serve as a resource to Executive Board members and local chapters.
 - b. Advise on committee activities and seek Executive Board support and approval as needed.
 - c. Conduct committee meetings with appropriate resource people.
 - d. Submit an annual budget request.
2. Communication
 - a. Submit information for publication.
 - b. Furnish information to chapter officers and present programs when requested.
 - c. Maintain all individual correspondence.
3. SNA
 - a. Act as a resource and implement national activities that may be useful for the Association.
 - b. Evaluate other states' material and share MSNA program resources.
 - c. Furnish information as needed to the SNA Headquarters office, SNA Executive Board or other standing committees as requested.
4. Duties
 - a. Actively promote and recruit members for SNA and MSNA.
 - b. Prepare membership material for distribution to Executive Board, Chapter Presidents, and Industry. Attend and help organize/develop MSNA Leadership seminar, organize Silent Auction, Scholarship Awards for State Conference.
 - c. Implement various State and National Award Programs. Shall distribute appropriate awards at the Annual Conference.
 - d. Implement a system to recognize members' and chapters' recruitment and retention efforts.
 - e. Work through the Chapter Presidents to encourage renewals and new memberships at state and local meetings.
 - f. Publish articles and forms in the Association publication(s) for awards.
 - g. Encourage local chapters to appoint a Membership Chair.
 - h. Provide feedback to Education Steering Committee regarding member needs.
 - i. Work with Industry Committee to encourage renewals and new Memberships for Industry.
 - j. Order and prepare awards/certificates deemed appropriate.
 - k. Allow for development of subcommittees to include: Recognition and Awards, Membership and Recruitment and Retention.
 - l. Allow for development of member assessment through conference evaluations, focus groups, surveys, attendance at chapter meetings, Administrative Coordinator duties, publications, etc.
5. Develop a committee which includes: Member Services Division Chair, Vice President, Industry Representative and 5-8 Members at Large.
7. Implement and recognize qualified winners for the following awards and scholarships:

SNA AWARDS:

- 1) Louise Sublette Award of Excellence

- 2) 100% Individual School Membership
- 3) 100% School System Membership
- 4) Outstanding Director of the Year Award
- 5) Kathleen Stitt Research Review Award
- 6) Schwan's Food Service Scholarship
- 7) Professional Growth Scholarship
- 8) Heinz Foodservice Scholarship
- 9) Hubert Humphrey Research Grant
- 10) Lincoln Food Service Research Grant
- 11) ConAgra Fellowship in Child Nutrition
- 12) SNA Heart of the Program

MINNESOTA AWARDS:

- 1) President's Thelma Flanagan Gold Award
- 2) President's Award of Exceptional Accomplishment
- 3) Minnesota Leadership Award
- 4) Golden Apple Award
- 5) Golden Plate Award
- 6) 25 Year Service Award
- 7) Industry Award
- 8) Friend of the Association Award

PUBLIC POLICY CHAIR/COMMITTEE

The Public Policy and Information Division Chair shall chair and assemble a committee to represent the Association with all the legislative initiatives before the State and Federal legislative bodies. The Public Policy Chair shall be appointed by the elected officers. Term of office is two years with the option of an additional two year term, rotate off the Executive Board in odd year.

General Responsibilities

1. Attend Executive Board meetings.
 - a. Advise on committee activities and seek Executive Board support as needed.
 - b. Shall develop a calendar and budget.
2. SNA
 - a. Act as liaison with SNA legislative issues.
 - b. Coordinate SNA Legislative Action Conference delegation attendee's activities.
3. Chair the MSFSA Public Policy Committee and recruit members.
4. Develop the Public Policy Committee which includes: Public Policy Division Chair, President, State Agency Representative, Paid Lobbyist, Industry Representatives, and 3-5 Members at Large.
5. Oversee Paid Lobbyist's activities and contract renewal.
6. Coordinate the MSNA Legislative Conference planning and implementation.

STATE AGENCY REPRESENTATIVE

The State Agency representative is a non-voting position on the Executive Board. The representative shall serve in an advisory capacity. The State Director shall help in the selection or assigning of the individual to serve in this capacity.

General Responsibilities

1. Attend Executive Board meetings.
2. Help coordinate activities of MSNA and the State Agency.
3. Serve as a liaison between the two organizations.
4. Interpret and report federal and state regulations that affect the school meal programs.

A State Agency representative shall be suggested by the Director to be a part of the following sub-committees:

1. Education
2. Finance
3. Public Policy
4. PublicInformation

SECTION IV

SUB COMMITTEES & CHAIRS

ANNUAL CONFERENCE CHAIR

General Responsibilities

1. Should select Steering Committee as soon as possible after appointment, which includes:
 - a. Exhibits Chair
 - b. Local Arrangements/Tour
 - c. Hospitality
 - d. Program Booklet/Printing
 - e. Workshops
 - f. Registration
 - g. President Elect (Advisor)
 - h. Site Coordinator
 - i. Golf/Recreation
 - j. Industry Representative
 - k. Speakers/Entertainment
 - l. State Agency Representative
 - m. Education Division Chair (Advisor)
 - n. Administrative Coordinator
2. Coordinate budget with Education Division Chair.
3. Plan arrangements.
 - a. With the President Elect, pick a theme and color schemes.
 - b. Contact speakers, as soon as possible, as many are booked months, sometimes years in advance.
 - c. Sketchout a preliminary program before meeting with Steering Committee to give them a base to work from.
 - d. Invite SNA President Elect or Regional Director of SNA, as soon as possible.
 - e. President invites all Past Presidents to convention and arranges time for them to be introduced.
 - f. Set all planning meetings for the year.
4. Give each committee member a conference responsibility description.
5. Keep accurate records for next years chair.

6. Work with Education Division Chair and keep informed of conference plans.

Site Selection

1. Pick a rotating location site two to four years prior to Conference.
2. Selection Committee developed by Education Chair.
3. Meet with Chamber of Commerce to determine if:
 - a. They will offer registration help for hotels/facilities.
 - b. There are city promotional materials available.
 - c. There are facilities ample to meet needs of the group size.
 - d. Prepare a presentation to invite members at the conference to next year's conference.

Site Needs

1. Exhibit space for 175 - 8x10 foot booths.
2. 300-400 sleeping rooms. (Hotels should provide reservation card and check on parking facilities.)
3. Meeting room for 900 or estimated attendance with adequate rooms for breakout sessions.
4. Assign a shuttle service if hotel is not adjacent to Conference site.
5. Sign appropriate contracts.
6. Check catering/banquet/meal functions and whether facility allows food in or if their catering services must be used.

Registration

1. Set the price structure, and if changes are made from previous year, it should be approved by the Executive Board.
2. Along with the Administrative Coordinator, develop the format for the registration form.
3. Establish a registration site.
4. Identify first-timers and day attendees with some form of name tag identification.
5. Check membership information with Member Services Chair and encourage joining rather than paying extra registration fee.

Awards (Coordinate the awards as follows):

1. President is responsible for the Thelma Flanagan Gold Award or all other awards as directed by the Executive Board.
2. Member Services is responsible for the following awards:
 - a. Louise Sublette Award of Excellence
 - b. Golden Apple Award
 - c. Heart of the Program Award
 - d. 25 Year Service Award
 - e. Membership and/or Certification Award
 - f. Outstanding Director of Year Award
 - g. Golden Plate Award
 - h. Industry Award
 - i. All other National Awards, whose recipients need to be recognized.
3. Exhibit Chair is responsible for criteria of Exhibitors Awards and/or plaques.

Planning Calendar

1. August/September
 - a. Meet with previous year's chair and Education Division Chair.
 - b. Review previous year's evaluations and suggestions.
 - c. Meet with Chamber of Commerce and site representative.
 - d. Make room assignments for conference events.
 - e. Coordinate with the Vice President, information/invitation to be distributed at annual conference, for the following year's event.

2. September
 - a. Provide hotel information and conference information for publication.
 - b. Bring Steering Committee together to work on preliminary program and format, including conference length and details.
 - c. Make speaker contacts
 - d. Submit information regarding hotels to Association and other publications.
3. October/November
 - a. Finalize speakers
 - b. Tour Facilities with committee
 - c. Contact person to do installation.
 - d. Hold committee meetings.
 - e. Start working on registration form.
 - f. Decide on conference memento.
 - g. Finalize schedule as much as possible.
 - h. Plan Chapter involvement.
 - i. Invite member of Chamber to meeting.
4. December/January
 - a. Gather input, along with award information in the Association and State Agency publications.
 - b. Plan for flowers/decorating.
 - c. Get bio's from speakers.
5. February
 - a. Meet with entire Steering Committee.
 - b. Verify speakers.
 - c. Arrange for a Master/Mistress of Ceremonies for the Installation Ceremony.
 - d. Arrange for Steering Committee Dinner.
 - e. Taste/sample food choices from catering services.
6. March
 - a. First mailing to Industry/Exhibit Sales.
 - b. Coordination efforts continue.
 - c. Meet with committee.
7. March/April/May
 - a. Invitations for Past Presidents is sent.
 - b. Coordinate and work with President on Leadership Conference and House of Delegates letter.
 - c. Invite neighboring states to conference.
 - d. Final article for publication.
 - e. Meet with Steering Committee
 - f. Order Past Past President's Pin.
 - g. Arrange for pre-riders for events.
8. June/July
 - a. Print program.
 - b. Conduct final Steering Committee meeting.
 - c. Check with caterer.
 - d. Check with hotel.
 - e. Purchase speakers gifts and committee gifts.
 - f. Request thank you cards for Vendors, from Administrative Coordinator.
 - g. Finalize all setup.
9. August
 - a. This the time that counts - go for it!
 - b. Send thank you notes to all speakers and anyone who helped make it a success.

NOMINATING COMMITTEE

The President shall chair the Nominating Committee that will be responsible for developing a slate of officers, designating two, if possible, for each office of Vice President, Secretary and Finance Chair to the Executive Board at the last meeting prior to the Annual Conference. On a motion from the floor, the President may ask for further nominations, providing potential nominee has given consent. The Nominating Committee shall prepare ballots for the Annual Conference.

General Responsibilities

1. The committee shall consist of seven members, which include: President, President Elect, Vice President, a Past President, vacating Secretary/Finance Chair or Nutrition Chair and a membership representative from the northern and southern regions of the state.
2. Submit nominees for each office to be filled and submit a report to the Executive Board at the last Executive Board Meeting of the calendar year. To accomplish this, the Chair should follow the following schedule:
 - a. In August, contact Chapter Presidents and Executive Board members for names of possible nominees for Executive Board officers.
 - b. In fall, evaluate the names received for the ballot and continue to work on the slate.
 - c. In fall, the committee should meet to develop the ballot.
 - d. Prior to January 1, obtain the consent of the prospective candidates.
 - e. Prior to March 1, submit the slate to the Executive Board for approval.
 - f. Prior to March 1, send photos and biographical sketches of candidates for publication.
3. Responsible for overseeing the condition of elections according to the following:
 - a. All the officers of MSNA, shall be elected by written ballot provided at Annual Conference or by a requested absentee ballot for members not attending the Annual Conference of MSNA, or by written ballot in the event no Annual Conference is held.
 - b. Absentee ballots will be available from the Administrative Coordinator upon request. The absentee ballots shall be mailed to all members eligible to vote, by First Class Mail, no sooner than twenty (20) days prior to the Annual Conference and must be received by the Administrative Coordinator 5 days prior to the conference.
 - 1) Each absentee ballot must be individually sealed in an envelope, but does not preclude mailing several envelopes in one packet.
 - 2) Absentee ballots received after the deadline will not be counted.
 - 3) Absentee ballots will not be opened until the committee is assembled at the Annual Conference. A majority of the Nominating Committee shall be present when the vote is counted. If a majority is not available, the President will appoint the necessary persons.
 - 4) The Chair/President shall notify the Secretary, and the Officer Slate, of the election results.
 - c. A majority vote of ballots returned shall constitute an election.
4. Submit articles pertinent to the election results, for the Association publication.
5. Submit report of election process to the House of Delegates.

ACADEMY/REGIONAL WORKSHOPS CHAIR/COMMITTEE

The Academy/Regional Workshops Chair shall assemble a committee and be responsible for arranging appropriate functions as directed by the Education Division Chair. The committee shall send out notices, announcements, and information necessary to keep the membership informed on their activities from time to time. Projects might include Academy/Skill Workshops, special studies, member benefits or other items of MSNA interest.

General Responsibilities

1. Attend Executive Board meetings as requested by the Education Chair or President.
 - a. Serve as a resource to Executive Board members and local chapters.
 - b. Advise on committee activities and seek Executive Board support as needed.
 - c. Conduct committee meetings with appropriate resource people.
 - d. Submit an annual budget request to Education Chair.
2. Communication
 - a. Submit articles for Association publication.
 - b. Furnish information to local chapters and present programs as requested.
3. SNA
 - a. Act as a resource and interpret national activities that may be useful for MSFSA.
 - b. Evaluate other states' information and share MSFSA program resources.
 - c. Furnish information to the SNA Headquarters office, SNA Executive Board or other standing committees, as requested.
4. Duties
 - a. Work with the Education Chair to insure that Academy/Regional Workshops are held annually.
 - b. Responsible for securing CEU approval through the appropriate channels for the Academy/Regional Workshops.
 - c. Responsible for having CEU forms available at special project workshops.
 - d. Accept additional duties and responsibilities as requested by the Education Chair, President and Executive Board.
 - e. Work with the State Agency to seek support for special functions.

TRAINER NETWORK CHAIR/COMMITTEE

Duties of the Trainer Network Committee would include:

1. Chair of the committee shall be appointed by the Education Division Chair.
2. The Trainer Network shall have two training sessions per year, one in conjunction with the state conference; Trainers will be required to attend at least one session per year.
3. A "Request for Approval of Clock Hours" must be applied for each time a class is given by a Trainer. Class evaluations are required to be completed and mailed to the Trainer Network Chair.

RESOLUTIONS/BYLAWS CHAIR/COMMITTEE

The Resolutions/Bylaws Chair (President Elect) shall assemble a committee and review all proposed resolutions and bylaw changes and make appropriate recommendations to the Executive Board and House of Delegates. Association resolution and bylaw changes shall be consistent with the principles, policies, and goals of the Association. All proposed resolution and bylaw changes will be printed and made available to delegates at least 30 days prior to the House of Delegates. Proposed resolutions by delegates may be submitted from the floor upon the unanimous consent of the delegates.

General Responsibilities

1. Communication
 - a. Submit articles for the MSNA publication.

- b. Furnish information to chapter officers and present programs when requested.
2. Duties
- a. Bylaw changes need to be submitted to the Resolution and Bylaw Committee, 60 days prior to the next annual meeting of the House of Delegates.
 - 1) Upon consent of the majority of the delegates, a written resolution may be submitted from the House of Delegates.
 - 2) Proposed bylaws and resolutions should be mailed to all members via Association publication or by direct mail at least 30 days prior to the House of Delegates
 - b. Updated resolutions and bylaw changes approved by the House of Delegates, should be approved at the first Board Meeting following the House of Delegates Meeting.
 - c. Publish article in first Association publication following the House of Delegates, concerning resolution and bylaw changes.
 - d. Maintain and update Policy and Procedure Manual.
 - e. All Policy and Procedure changes shall be handed out at the House of Delegates.
 - f. Every 5 years, the manual shall be completely reviewed and distributed (1999, 2004, etc.)

PUBLIC POLICY COMMITTEE

The Public Policy Division Chair shall chair and assemble a committee to represent the Association with all the legislative initiatives, before the State and Federal legislative bodies. Committee to include: Public Policy Division Chair, President, State Agency Representative, Paid Lobbyist, Industry Representatives, and 3-5 Members at Large.

General Responsibilities

1. Develop MSNA Issue Paper and submit for Board approval.
2. Develop legislative strategies.
3. Plan and conduct the MSNA Legislative Conference annually.
 - a. Work with the Administrative Coordinator, to develop Conference registration forms/evaluations and other duties relevant to Conference registrations.
4. Coordinate legislative events and activities.
5. Support SNA legislative initiatives.
6. Furnish legislative information to Chapters
7. Communicate to key education, civic and professional groups in an effort to gain their support.
8. Publish the MSFSA Issue Paper in Association publication.

PUBLIC INFORMATION CHAIR/COMMITTEE

The President Elect shall serve as Chair of the Public Information Committee. The Chair shall assemble a committee which includes: State Agency Representative and 2-4 Members at Large.

General Responsibilities

1. The President Elect shall be the contact in coordinating promotion of public support for school meal programs and Association activities through press/news releases.
2. Act as a resource and interpret national activities that may be useful for MSNA programs.
3. Secure the reservation and/or arrange a schedule of members to represent MSNA either at a booth or as a program participant for appropriate Allied Groups conferences and meetings.
4. Develop a calendar and budget request.
5. Coordinate public information events such as:
 - a. Universal Menu Day
 - b. Minnesota Products Day
 - c. National School Lunch Week
 - d. National School Breakfast Week
 - e. School Food Service Employee Week

CONFLICT OF INTEREST POLICY

(In development)

WHISTLE BLOWER POLICY

(In development)

RECORD RETENTION POLICY

(In development)

Travel and Reimbursement Policy and General Guidelines

January 2006
Revised Sept 2006
Revised Jan 1, 2007
Revised October 10, 2007
Revised May 28, 2008

This policy covers direct reimbursements for the MSNA Board and association members when traveling or doing work on behalf of the association.

It is expected that board and association members represent the association in a professional manner at all times and that pertinent sessions of reimbursed conferences are attended. Exceptions should be discussed or approved by the President or designee.

Travel

- Airline flights can be put on the Association credit card , or if not possible ,be purchased by the user and submitted for reimbursement. Flights must be scheduled to ensure lowest possible airfare (Saturday night stay-over) whenever possible. Any cost incurred with change in travel plans is at individual expense.
- When using a car to travel to SNA events, the automobile mileage will be reimbursed at federal mileage reimbursement rate **or** at the rate of the lowest available airfare, whichever is less.
- The current federal business mileage rate will be used to reimburse mileage when on association business. This rate can be viewed at www.gsa.gov
- Mileage to MSNA Board meetings, committee meetings, chapter installations (or may be reimbursed by the chapter) or other approved events will be reimbursed at the federal mileage reimbursement rate. Parking for said events will be reimbursed if applicable.
- Transportation to and from airport as well as airport parking and transfers are allowable.

Lodging

1. Lodging for SNA events will be reimbursed at conference rate for a standard room. Lodging can be put on the Association credit card, or if not possible, paid for by user and submitted for reimbursement.

Meals

1. Meals, when in travel status, will be reimbursed at the domestic per diem rate. These rates can be viewed at www.gsa.gov as is used by SNA. Meals included in the conference registration will not be reimbursed. These rates include in-state **and** out-of-state travel for association business.

Telephone

1. \$2.00 per night for calling home is allowable when in travel status

Louise Sublette Award Winner

1. MSNA covers a set amount of the planned expense for the Louise Sublette Winner to attend the national conference including:
 - Airfare
 - Lodging
 - Meals – not to exceed per diem rate
 - Airport parking/transfers
 - Early bird registration

State Conventions/Conferences – Travel Expenses

- Per yearly budget approval, MSNA covers the conference registration fee, lodging, mileage and meals for the following people:

Conference	TRAVEL PLAN & APPROXIMATE COST FOR BUDGETING PURPOSES		
Not to exceed # of members	Registration, lodging, mileage, meals for those listed below <i>Plus</i> Conference Committee members receive free registrations only		
Annual 20 Members 2 Co chairs	President President Elect Vice President Member Services Conference Co chairs Exhibit Hall Chair Sec/Finance	8@ 150 Reg Fee 8 @ 300 Hotel 8@ 75 Mileage 8 @ 30 Meals \$4400	Conference committee members 20 @150 \$3000
Industry 11 Members	President Vice President Industry Chair	3 @ 160 Reg Fee 3 @ 150 Hotel 3 @ 75 Mileage \$900	Conference Committee Members 11 @ 160 \$750
Legislative 10 Members	President President Elect Public Policy Chair	3 @ 75 Reg Fee 3 @ 150 Hotel 3 @ 75 Mileage @900	Conference Committee members 10 @ 75 \$750
Leadership	Lodging and mileage for invitees		
Boot Camp 10 members	President Education Chair Committee Chair	3 @ 150 Reg Fee 3 @ 50 Hotel 3 @ 100 Mileage \$900	Conference Committee Members 10 @ 150 \$1500
Nutrition 8 Members	Nutrition Chair Committee Chair	2 @ 40 Reg Fee 2 @ 100 Mileage \$ 280	Conference Committee Members 8 @ 40 \$ 320
Totals	\$7710 + \$7330 = \$15040.00		

National Conventions/Conferences – Travel Expenses

- Per yearly budget approval, MSNA covers the conference registration fee, lodging, airfare, mileage and meals for the following people:

SNA Industry	President Industry Chair (preferably 1 st year on board)*
SNA Legislative	President Elect Public Policy Chair
SNA Leadership	President Elect Vice President Member Service Chair (preferably 1 st year on board) Finance Chair (preferably 1 st year on board)*
ANC	President President Elect
National State Conference or other appropriate venue	Vice President Education Chair (preferably 1 st year on board) Nutrition Chair (preferably 1 st year on board)

* Once per 2 year term

IMPORTANT INFORMATION

There will be NO reimbursement for liquor, mini-bar items, tours, taxi for shopping, personal items, etc.

Receipts are required for airfare, lodging, airport parking and conference registration. Receipts are requested for all other items (not meals) whenever possible.

Receipts must be attached to claim for reimbursement form. Reimbursement form must be completely filled out including budget codes.

Reimbursement forms must be sent via regular mail to MSNA Administrative Coordinator. Faxed forms will not be accepted as final documentation except for mileage requests only. For association members not on the board and traveling on association business, a Board Member must approve the reimbursement request.

MSNA Administrative Coordinator or other Executive Board members have the authority to request additional supporting documentation for any questionable reimbursement.

Expenses incurred in excess of budgeted amount will be the responsibility of the recipient, unless there are extenuating circumstances and pre-approval is obtained from the President or designee.

President may authorize travel advance for individuals making such a request.