



MSNA PROCEDURE MANUAL

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SECTION I

MEMBER ELECTED OFFICERS OF EXECUTIVE BOARD

The elected officers of the Association shall consist of the president, president elect, vice president and secretary/treasurer.

PRESIDENT

The President shall be chief spokesman and represent the Minnesota School Nutrition Association in policy matters and direct the implementation of the plan of action, guiding the association toward realizing its mission, vision through effective leadership. In addition the president shall serve as chair of the executive board and executive committee and on other association committees as necessary. Appoint consultants and/or replace committee members/advisory boards as needed and with board input. Initiate the response to action taken by the house of delegates and the executive board. The President shall serve a one year term.

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 Executive Director to prepare an agenda for each executive board meeting
 - b. Direct the Executive Director to send a notice of the board meeting to all board members at least two weeks before the date of the board 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 SNA Conferences per travel policy.
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. Advise Bylaw Committee, as Ex-Officio.
9. 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 Executive Director.
10. Serve as a voting delegate to the House of Delegates at the annual meeting of SNA and MSNA.
11. Shall submit articles to the Association's publications.
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 Executive Director to be used in the association publication.
13. Present the new Slate of Candidates from the Leadership Development Committee, prior to the election process.

14. Work with Elected Officers to appoint Education, Membership and Public Policy Chairs.
15. Exercise all other general powers of supervisory and active management usually vested in the office of the President.
16. Prepare a report of the years events for the Annual Business Meeting.
17. Be responsible for supervising and reviewing work of the Executive Director.
18. Serve on the Finance Committee.
19. Lead and implement the MSNA Strategic Plan and Plan of Action.
20. Work closely with President Elect and keeps him/her informed of all activities and association goals to establish continuity. Transmit to the incoming President all cumulative and pertinent information.
21. Upholds policies, procedures and values established and adopted by the board.
22. Shall conduct an informal review of Executive Director at the last scheduled Executive Board meeting.

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 succeeds to the office of president following official installation at the annual conference or in the event of the president's death, resignation, or removal of office. If fulfilling a vacancy in the office of president, the president elect shall then continue in service and also serve the usual term as president the following year. President Elect shall serve a one year term.

General Responsibilities

1. Become familiar with:
 - a. The duties and responsibilities of the president.
 - b. The responsibilities of the Executive Board, including all committees, MSNA's Mission, Vision and Values, procedures manual, policies and Bylaws.
2. Prepare to assume the duties of the 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 or requested by the president.
3. Promotes the Association's strategic plan of action.
4. Preside over the House of Delegates.
5. Serve in the following capacities:
 - a. Chair the Strategic Planning Committee when initiated by the board.
 - b. Serve on the Finance Committee.
 - c. Serves as the official chair for the Annual Conference Committee, working with a board approved conference chair and co-chair.
 - d. Conducts chapter leadership workshops in conjunction with the Vice President.
 - e. A voting delegate of SNA (if in attendance) and of MSNA House of Delegates.
6. Prepare written reports for the Executive Board to be presented at the Executive Board meetings, Leadership Conference, and House of Delegates when held.
7. Attend MSNA Chapter meetings as requested and able.
8. Represents the Association at the SNA Leadership Conference per travel policy.
9. Prepare state Strategic Action Plan for upcoming year, developed with SNA initiatives in mind and present the plan at the MSNA Leadership Conference for upcoming year as president.
10. Represents MSNA at state conferences when scheduled to attend on behalf of the Association per travel policy.
11. Shall submit articles to the Association's publications.
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 written report to the Executive Director to be used in the Association publication.

13. Pass on pertinent information and resources to the incoming President Elect.
14. Shall conduct an informal review of the Executive Director at the last scheduled Executive Board meeting

VICE PRESIDENT

The Vice President shall work with the chapters promoting the Plan of Action and the Strategic Plan. This position will serve as a liaison between the chapter affiliates and the Executive Board. The Vice President shall succeed to the office of President Elect following official installation at the annual conference or in the event of the President Elect's death, resignation, or removal from office. If filling a vacancy in the office of the President Elect, the vice president shall then continue in service and also serve the usual term of president elect the following year. The Vice President shall serve a one-year term.

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 Strategic Plan of Action.
4. Is available to assist chapter affiliates, promotes membership and professional growth.
5. May attend chapter meetings and may perform installation ceremony of chapter officers.
6. Conducts chapter leadership workshops in conjunction with the President Elect.
7. Attends SNA Leadership Conference per travel policy.
8. Attends the Midwest Regional Leadership conference per travel policy.
9. Serves on the following committees:
 - a. PPL committee
 - b. Bylaw committee
 - c. Finance committee
10. Voting member of the MSNA House of Delegates.
11. Shall submit articles to the Association's publications.
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 Executive Director to be used for the Association's publications.
13. Be responsible as keeper of the Association written operating manuals. The Vice President along with the Executive Director, will be responsible for updates on the procedure manual, policy guides and travel policies to keep them in compliance.
14. In preparation of his/her term of office, the Vice President shall read the Bylaws, all manuals to gain a complete understanding of the procedures they will need in the future.
15. Annually the manual shall be completely reviewed and posted online.

SECRETARY/TREASURER

The Secretary/Treasurer monitors association funds, investments and securities, including budget preparation. Shall work directly with the President and Executive Director 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 Executive Director. The Chair will work with the Finance Committee to prepare the annual budget and notify the Executive Board for approval. Shall furnish Committee Chairs with budget allocations. The Secretary/Treasurer will chair the Finance Committee. Shall serve a two-year term, with election to be held in the even years. Can run for re-election for another 2-year term upon contact from/by the Leadership Development Committee to be placed on the ballot.

General Responsibilities

1. Promote the Association's Strategic Plan of Action
2. May attend chapter meetings or installations as requested.
3. Shall have the responsibility for funds and securities of the Association. In this capacity, the Secretary/Treasurer shall:
 - a. Work with the Executive Director to make sure that accurate records are kept of all receipts and disbursements by budgeted accounts in the official records belonging to the Association. Official software program is QuickBooks.
 - b. Reviews all monthly deposit reports from Executive Director.
 - c. Obtain and review all credit card charges with receipts.
 - d. Obtain monthly online bank statements for reconciliation of QuickBooks.
 - e. Oversees all expense claims for the Executive Board and committees.
 - f. Reimbursement should be submitted for approval on the "Reimbursement Voucher Form" with receipts attached per policy.
 1. The Committee Chair, Secretary/Treasurer and/or Executive Director 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.
 - g. Review and monitor contracts of Executive Director, Contracted Lobbyist and other contracted consultants (ie: public relations firm, website) and bring to the Executive Board for approval.
 - h. Furnish a written report of the financial standing of each budgeted account at each Executive Board meeting.
4. In order to complete the efficient transfer of the Association's records between Secretary/Treasurers, the following procedures shall be used:
 - a. The outgoing Secretary/Treasurer 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, whichever occurs first. This report shall be considered the final report of the fiscal year.

- b. 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.
 - c. 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/Treasurer. At that time, the pertinent records shall be turned over to the incoming Secretary/Treasurer.
 - d. When possible, the checking and savings accounts shall remain with the same banking institution.
 - e. Checks written over the amount of \$5000.00 requires two signatures. Check signers are President, President Elect, Vice President and Secretary/Treasurer.
 - f. Shall keep a copy of the MSNA Articles of Incorporation on file.
 - g. Shall assist the Executive Director in filing Federal and State Taxes by deadline of each fiscal year. Fiscal year is January 1 through December 31.
 - h. 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.
5. Shall submit articles to the Association's publications.
 6. 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 Executive Director to be used in the association publication.
 7. Shall publish a financial update to membership (year in review) in the Association's Publication.
 8. With input of the Executive Board and Committee Chairs, shall develop an annual budget. Work toward a 2-3-year budgeting cycle.
 9. Shall chair the Finance Steering Committee, which includes: President, President Elect and Vice President.
 - a. The responsibilities will be to:
 - i. Set the budget
 - ii. Membership dues
 - iii. Conference profits
 - iv. Guidelines for fees and expenses.
 10. Shall chair the Revenue Generating Committee, as needed, which includes: Industry Chair, Annual Conference Exhibit Hall Chair, Vice President and Executive Director.
 - a. Revenue sources may include:
 - i. Conference booths
 - ii. Advertisements
 - iii. Grants (private and public)
 - iv. Emporium sales
 - v. Sponsorships.
 11. Attends SNA Leadership Conference per travel policy.
 12. Voting member of the MSNA House of Delegates.

SECTION II

APPOINTED DIVISION CHAIRS OF EXECUTIVE BOARD

The Appointed Division Chairs of the Association shall consist of the Nutrition Chair, Education Chair, Member Services Chair and the Public Policy Chair.

NUTRITION CHAIR

The Nutrition Chair shall represent the association in matters that relate to the topic of nutrition and nutrition agencies, professional associations and other organizations of the state. The Nutrition Chair shall assemble a committee as necessary 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. The Nutrition Chair shall be appointed by the board in odd numbered years for a two year term and may be appointed to one additional consecutive term.

General Responsibilities

1. Attend all Executive Board meetings and participate in strategic action plan.
2. Oversees Nutrition Conference and provides leadership, support and resource materials for the Nutrition Committee.
3. Monitors USDA proposals in regard to nutrition issues.
4. Promotes nutrition education.
5. Promotes the President's Strategic Plan of Action
6. Prepares an annual summary of developments relating to nutrition aspects of school nutrition programs for the House of Delegates.
7. Serves as a resource to the Executive Board members and local chapters.
8. Serve a two-year term, with election to be held in the odd years. May run for re-election for another 2-year term upon contact from/by the Leadership Development Committee to be placed on the ballot.
9. Shall submit articles to the Association's publications.
10. May serve as MSNA representative as needed to affiliate organizations with board approval.
11. Attends the Midwest Regional Leadership conference per travel policy.

EDUCATION CHAIR

The Education Chair shall focus on the training and professional development plan of educational activities for the association by chairing and/or appointing subcommittees as appropriate. The Education 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 all Executive Board meetings and participate in strategic action plan.
2. Advise Executive Board on committee activities.
 - a. Conduct committee meetings as deemed appropriate.
 - b. Develop goals based on the Plan of Action.
 - c. Assign sub committees as appropriate.
 - d. Develop and submit a calendar and budget.
3. Shall submit articles for the Association publication.
4. Encourage members to pursue professional and personal development.
 - a. Educate members about current education and training opportunities through various forms of communication. (chapter meetings, MSNA website, email, conferences)
5. Shall act as a resource and interpret and/or implement national (SNA) activities that may be useful for the MSNA Plan of Action.
6. Serve as the liaison with State Agency in regard to professional development and training issues.
7. Review and recommend training and education topics, workshops and trends to be offered or promoted by MSNA.
8. Oversee the Annual Workshop Committee made up of:
 - i. Workshop Chair
 - ii. Workshop Co-Chair
 - iii. State Agency Representative
 - iv. **President Elect**
 - v. 4 at large MSNA members
 - b. Work with Annual Conference Workshop Chair and Executive Director to send out the call for proposals for workshop sessions.
 - c. Review all proposals to make sure they are relevant to all the members.
9. Promote the SNA Certificate Program and Credentialing Program & exam.

MEMBER SERVICES CHAIR

The Member Services Chair shall chair the member services committee and appoint subcommittees as appropriate. Coordinate the yearly plan for procedures pertaining to recruiting and retention of members. Administer SNA/MSNA awards and recognition programs and work with chapters to promote the strategic plan and action plan. . 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 all Executive Board meetings and participate in strategic action plan.
2. Serve as a resource to Executive Board members and local chapters.
3. Advise on committee activities and seek Executive Board support and approval as needed.
4. Conduct committee meetings with appropriate resource people.
5. Submit an annual budget request.
6. Shall submit articles for the Association publication on awards, membership and chapter updates.
7. Furnish Chapter Leaders with pertinent information on Awards, membership and present programs when requested.
8. Act as a resource and implement national (SNA) activities that may be useful for the Association.
9. Evaluate other state association's material and share MSNA program resources.
10. Furnish information to SNA office, SNA Executive Board or other standing committees as requested.
11. Duties as Chair:
 - a. Actively promote and recruit members for SNA/MSNA.
 - b. Prepare membership materials for distribution to the Executive Board, Chapter Presidents and Industry.
 - c. Attend and help organize the Chapter Leadership seminar with President Elect.
 - d. Organize education scholarship fundraiser.
 - e. Implement various SNA awards and MSNA awards programs.
 - f. Distribute appropriate awards at the Annual Conference.
 - g. Promote Star Club to recognize members who recruit and retain SNA/MNSA members.
 - h. Work with Chapter Leaders to encourage renewals and new memberships at state and local meetings.
 - i. Encourage local chapters to appoint a membership chair.
 - j. Provide feedback to the Education Chair regarding member needs.
 - k. Coordinate with Executive Director to order and prepare award certificates deemed appropriate.
 - l. Encourage members to apply for national and local scholarships and awards.
 - m. Promote nomination of annual awards to all members.

12. Develop a Member Services Committee which includes:
 - i. Member Services Chair
 - ii. President
 - iii. Industry Chair or appointed Industry Representative
 - iv. Executive Director
 - v. 2-3 MSNA members at large
- b. With committee, judge any SNA or MSNA awards nominations and meet all deadlines for submitting to SNA.
- c. Follow all protocol with SNA for judging of awards.
- d. Recognize winners for the following SNA awards:
 - i. Employee of the Year
 - ii. Manager of the Year (in honor of Louise Sublette)
 - iii. Director of the Year
- e. MSNA Awards
 - i. E-Team Award
 - ii. Innovation Award
 - iii. Industry Partner of the Year
 - iv. Chapter President's Award of Excellence
- f. Promote the professional development Scholarships
 - i. Schwan's Foodservice Scholarship
 - ii. SNF Professional Growth Scholarship
 - iii. Nancy Curry Scholarship
- g. Promote National Conference Scholarships
 - i. Josephine Martin National Policy Fellow
 - ii. SNA Conference Scholarships
 1. LAC
 2. ANC
 3. SNIC
 - iii. ANC First Timer Scholarship
 - iv. Equipment Grants

PUBLIC POLICY CHAIR

The Public Policy shall chair the Public Policy 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 all Executive Board meetings and participate in strategic action plan.
2. Advise and report Public Policy Committee activities to Executive Committee
3. Seek Executive Board support as needed.
4. Shall develop a calendar
5. Develop State Issue Position Paper
 - a. Works with Lobbyist, President and PPL Committee to create the annual Issue Paper with strategies.
 - b. Submit to full board for approval.
6. Work with the President, Lobbyist and Executive Director to establish yearly and legislative and policy goals
7. Oversee paid lobbyists activities.
 - a. Lobbyist contract begins January 1 and ends December 31.
 - b. Secretary/Treasurer will review contract and then submit for Executive approval.
8. Testify at legislative committee hearings as needed.
 - a. Notify Executive Committee prior to testifying.
 - b. Create a listing of MSNA members that could help testify if needed.
9. Attend meetings with Legislators as needed and then report back to the Executive Committee.
10. Coordinate MSNA Legislative Conference planning and implementation.
 - a. Set date for conference considering dates of the legislative session.
 - b. Utilize committee to help set up program
 - c. Work with Executive Director on registration form and materials.
11. Act as liaison with SNA legislative issues.
 - a. Send out SNA Legislative Alerts
12. Coordinate the SNA Legislative Action Conference (LAC) delegation activities.
 - a. Work with Executive Director to help make legislative appointments.
 - b. Utilize the LAC attendees to help make appointments with their legislators with the help from the Executive Director.
 - c. Work with Executive Director to update appointment calendar for all MN attendees to reference at LAC.
13. Promotes an active district and local communications flow on legislative issues.
 - a. Communicate information flow between the state, districts and chapters.
 - b. Utilize Public Relations Firm for any press releases

- c. Evaluate, interpret, recommend, and respond to state legislation and other special interest groups agendas. Utilize Lobbyist, Executive Committee and PPL Committee for help.
- d. Ensure membership is informed on current legislation impacting school nutrition programs at both the State and Federal levels.

SECTION III

OTHER APPOINTED DIRECTORS OF EXECUTIVE BOARD

The Other Appointed Division Chair of the Association shall consist of the Industry Representative.

INDUSTRY REPRESENTATIVE

The Industry Chair shall be chosen by and from the MSNA industry advisory board members for a term of two years beginning in even numbered years. The industry chair shall chair the industry conference committee and related activities. The Industry Chair also chairs the Industry Advisory Board. Shall not be eligible for the Industry Partner of the Year award while serving his/her term.

General Responsibilities

1. Attend all Executive Board meetings and participate in strategic action plan.
2. Serve as a resource to Executive Board members and local chapters.
3. Serve as chair of the Industry Advisory Board (IAB)
 - a. Support the Mission, Vision, Values of the Association
 - b. Provide input and recommendations to the Association from an Industry perspective.
 - c. Serves as liaison to the industry membership in support of the Priority Issues of the Association.
 - d. Members to consist of:
 - i. Executive Director (non-voting)
 - ii. 6 Industry Members in an eligible field
4. Assemble SNIP Conference Committee (School Nutrition Industry Partners) to consist of the following members:
 - a. Executive Director
 - b. Secretary/Treasurer
 - c. 4 Industry members
 - d. 4 MSNA members
5. Advise on committee activities and seek Executive Board support as needed.
 - a. Conduct committee meetings with appropriate resource people.
 - b. Submit an annual budget request.
6. Shall submit articles for the Association publication.
7. Furnish information to chapter officers and present programs when requested.
8. Act as a resource and interpret national (SNA) activities that may be useful for the MSNA Strategic Plan of Action.
9. Evaluate other state associations material and share MSNA program resources.
10. Furnish information as needed to the SNA Office, SNA Executive Board or other standing committees as requested.
11. Act as liaison between Industry and Allied groups that share mutual interests and concerns with MSNA.
12. Inform and seek support from Industry and Allied groups regarding pending legislation and other Association concerns.
13. Responsible for recruitment of Industry memberships.
 - a. Work with IAB to keep membership relevant for Industry
 - b. Any changes to membership dues must be board approved

- c. Membership is January 1 thru December 31. No pro-rating
 - d. All renewal forms & invoices shall be ready no later than December 1st for current members
- 14. Plan an Industry Conference (SNIP) to be sponsored or co-sponsored by MSNA with Industry and Allied Group.
- 15. Accept additional duties and responsibilities as requested by the President
- 16. Provide at least two (2) qualified names from Industry or Allied members for the election slate. All qualified names will be submitted to the Executive Board.
 - a. Per bylaws: The industry chair shall be elected by and from the MSNA industry members for a term of two years beginning even numbered years
- 17. Shall oversee the Chair and Co-Chair for the Annual Conference Vendor Show
 - a. Appoints the Industry Representative for the Annual Conference Committee for a two-year term
 - b. Work with Executive Director on all aspects of the Vendor show.

STATE AGENCY LIASION

The State Agency Liasion shall serve as a liason between the state agency and MSNA and is a non-voting position on the Executive Board. The state agency liasion shall serve in an advisory capacity. The State Agency representative shall help in the selection or assigning of the individual to serve in this capacity.

General Responsibilities

1. Attend all Executive Board meetings and participate in strategic action plan.
2. Help coordinate activities of MSNA and the State Agency
 - a. Serve as a liaison between the two agencies.
3. Interpret and report federal and state regulations that affect the school meal programs.
4. Submit articles for the Association publication.
5. Serves on the Public Policy Committee (PPL) or appoints a representative to attend meetings.
6. Upon request by the board, may request a State Agency representative to be part of the following sub-committees:
 - a. Education
 - b. Marketing
 - c. Annual Conference
 - d. Nutrition Conference

LEADERSHIP DEVELOPMENT COMMITTEE CHAIR

The purpose of the Leadership Development Committee Chair is to promote active participation on association committees and the Executive Board through comprehensive outreach and training. The LDC Chair is the immediate Past State President

General Responsibilities

1. Serve in an advisory /mentor member capacity and is a non-voting member.
2. Attend all Executive Committee and Executive Board meetings for observation.
3. Upon a request by the board to mentor the following subcommittees:
 - Education
 - Finance
 - Marketing
 - Annual Conference
 - Nutrition Conference
 - Member Services
 - Education
 - Public Policy & Legislative
 - Bylaw Resolutions
4. Shall mentor all board chairs as needed.
5. Shall utilize the Leadership Development full committee to:
 - Work throughout the year to educate and recruit MSNA members for leadership roles. This will include virtual trainings, email/social media outlets, creative recruitment strategies for members, and actively communicate with all members about volunteer opportunities including what each committee does and how much time is involved while serving.
 - Research methods to accomplish the above and build a strong candidate list of members utilizing the full LDC.
 - Actively survey qualified members for volunteer positions on committees and the Executive Board.
 - Finalize and submit to the full board a robust roster of potential candidates for positions on the Executive Board by the timeline established by the Executive Director.

EXECUTIVE DIRECTOR

The Executive Director manages the business, activities and resources of MSNA on a daily basis and provides continuity of leadership to MSNA from year to year. Facilitates the implementation of programs and policies and works to develop the Executive Board and Association members by ensuring they have the necessary tools. Through strategic planning, communications, conferences, administrative and database management, she/he ensures a sound and fiscally responsible operation for current and future members. Manages all communication to membership via electronic media, maintaining all records of activity, membership. Works with the public relations firm, manages the website and manages the financial operation with specific direction from the Secretary/Treasurer. The Executive Director is a non-voting member.

General Responsibilities

1. Management:
 - a. Attends all Executive Board and Executive Committee meetings.
 - b. Assists Executive Board and Executive Committee, Committee chairs with development and implementation of annual program goals.
 - c. Organizes and maintains Board works.
 - d. Exclusive responsibility of the E.D. to edit all changes to all Dropbox documents.
 - e. Oversees and provides support for the work of the Board of Directors.
 - f. Conducts affairs on behalf of the association.
 - g. Liaison for the national association.
 - h. Provides support for Annual Conference and all other MSNA conferences and their committees.
 - i. Coordinate registrations and onsite logistics for conferences
 - ii. Coordinate with Industry Chair on the Exhibit Show
 - iii. Coordinate with Industry Chair for the Industry membership information
 - i. Marketing activities on behalf of the Board of Directors.
 - j. Financial support of paid financial services
 - k. Attends the SNA LAC, National Leadership Conference and Annual Executive Directors meeting. Other meetings by Executive Committee approval.
2. Communication:
 - a. Coordinates the website maintenance and updates. (MemberClicks)
 - b. Utilizes MemberClicks email distribution
 - c. Coordinates and executes a communication system which includes but not limited to, emails, social media, website information.
 - d. Updates all membership data in MemberClicks
 - e. Provides data for presentations as requested
 - f. Coordinates the official publication of the Association
 - g. Takes minutes of the Executive Board and Executive Committee meetings.
 - h. Sends appropriate notices of Executive Board meetings and copies of board minutes to Executive Board.
 - i. Prepares copy for all conference brochures and literature.

- j. Represents the association with all groups.
- 3. Finances:
 - a. Coordinates the financial operations of Association Business.
 - b. Assists the Secretary/Treasurer in preparing and monitoring the annual budget and long-range forecasts in conjunction with the Executive Committee.
 - c. Manages and executes contracts and investments of the Association as they are established by the Executive Committee.
 - d. Conducts accounting functions, including conference billing and accounts receivable, reconciliation of all receivables and payables with accurate and timely record keeping.
 - e. Process payments for allotted funds in accordance with procedure and reports to Secretary/Treasurer for final processing.
 - f. Works with the accounting firm to complete all the yearend tax forms and reports to be filed.
 - g. Prepare monthly income and expense reports for the Secretary/Treasurer.
- 4. Committees:
 - a. Annual Conference
 - i. Exhibit Vendor Show
 - ii. Workshops
 - b. Public Policy Committee
 - c. Finance
 - d. Nutrition Conference
 - e. Skills Camp
 - f. Industry Conference (SNIP)
 - g. Marketing Committee
 - h. Member Services
 - i. Bylaw/Resolutions
 - j. Procedures/Policy

LOBBYIST

Lobbyist is the paid governmental affairs consultant that assists with the development of an overall strategy that will achieve the legislative goals of MSNA.

General Responsibilities

1. Work includes but is not limited to:
 - a. Facilitate the drafting and introduction of MSNA legislative initiatives and lobby for their passage.
 - b. Make presentations on behalf of MSNA when appropriate and assist MSNA members in preparing testimony before legislative committees.
 - c. Monitor, on a regular basis, legislative activities related to MSNA priority issues for the legislative session.
 - d. Directly communicate MSNA positions to legislators, staff, and administration officials prior to and during the legislative sessions.
 - e. Draft any amendments that may be necessary to achieve MSNA's goals.
 - f. Provide oral reports to MSNA's public policy chair on a regular basis.
 - g. Narrative written reports monthly to the MSNA office and MSNA Public Policy Chair.
 - h. Make oral presentations to MSNA and affiliated groups up to four times per year.
 - i. Attends the first MSNA Executive Board Meeting of the new year.

SECTION IV

CONFERENCES

COMMITTEES

No member may serve on the same committee for more than four consecutive years without the express permission of the board or an absence from that committee of at least two years.

CONFERENCE CHAIRS

All Conference chairs oversee the planning, budgeting, record keeping, reporting back to the appropriate board member with updates. All chairs will work with the Secretary/Treasurer to coordinate budget, once budget is completed. The conference budget must be adhered to.

General Responsibilities

1. Recommend the price structure. All fees \$5000.00 or more must be approved by the Executive Board.
2. Information on Keynote speakers need to be sent to the President, President Elect and Vice President before final decisions are made.
3. All contracts for facilities, speakers must be signed by the Executive Director.
4. All conference committees are required to conduct an exit review immediately after each conference and review/update job descriptions if needed.
5. Recruit new committee members for two-year terms to encourage new ideas & growth. Must contact Executive Director for current committee rosters prior to recruiting new members.
 - a. Option to reappoint a current committee member for one additional two year term with board approval.
6. Utilize conference calling and video conferencing as needed when/where appropriate.
7. All conference chairs will provide a written report to the Executive Board following their conference.
8. All conference chairs will provide an outline of conference updates for the MSNA Thymes. Submit to the Executive Director.
9. Job descriptions describe the general nature and work expected of an individual volunteering for this position.
 - a. Position may be required to perform any other job-related duties as requested by the conference chairs.
 - b. All requirements are subject to possible modifications.
10. It is the duty of the Chair to:
 - a. Assign tasks to committee members for completion between
 - b. To coordinate meeting minutes and communication amongst committee members via email, conference calls or in-person meetings as appropriate.
11. All conferences chairs are to promote the Association Strategic plan when planning conferences.
12. All Committee Chairs are to pass all relevant information/documentation concerning job to incoming chairs.

DECISION TABLE

Decision	Type of Decision	Who is involved
Conference dates	Board approval	Committee makes proposal
Site and room contract for Annual Conference	Board Approval	Board
Recommend the price structure for any fees or services/item charge	Board Approval	Committee makes proposal
Site and room contracts for Industry, Legislative, and Boot Camp – changes in venue	Board Approval	Committee makes proposal
Site and room contracts for Industry, Legislative, and Boot Camp – no change of current venue	Committee decision	Inform the Board
Speaker contracts over \$5K and contracts which would make conference go over budget	Board approval	Committee informs the board ALL Contracts must be signed by the Executive Director
Speaker contracts under \$5K if conference remains within budget	Committee decision	Inform the board ALL Contracts must be signed by the Executive Director
Keynote Speakers	Board Approval	Committee requests Board approval
Workshop speakers	Education Chair Oversees content of all conference workshop sessions	Committee informs the Education Chair. Education Chair will inform the board as needed.
Conference Food and Food Budget	Board Approval of contract is required if higher than budgeted (Over \$5000.00)	Committee makes proposal
Minor expenses as long as within budget	Committee decision or executive decision by Board Representative	No need to inform Board
Additional committee travel	Committee chair approval (within budget)	Committee makes proposal
Recruitment of new committee members for two-year terms <i>* With option to reappoint current committee member for one additional two-year term with board approval.</i>	Committee chair and Board Representative	Inform the Board Must contact Executive Director for current committee rosters prior to recruiting new members. Send updated roster to Executive Director
Succession planning for Committee Chair	Board Approval	Current committee chair and Co-Chair makes recommendations for board approval. (<i>Ideally, there should be a committee member being mentored as Co-Chair each year to take over</i>)
Speaking on behalf of MSNA – dealing with reporters	President does this	Refer inquiries to President if contacted

ANNUAL CONFERENCE

Committee Purpose

To plan the Annual State Conference. The Annual State Conference is the primary source of training/education of MSNA members. This conference provides the opportunity for Industry members to showcase products and services to enhance child nutrition programs. The Annual conference is also the primary source of revenue for the organization.

General Responsibilities

1. Conference Chair shall select committee after board approval for position.
 - a. Conference chair will serve a two-year term. One year as Co-chair and one year as Chair.
 - b. Conference Chairs will report out with a written recap on post annual conference detail for first fall Executive Board meeting.
 - c. Conduct a post conference meeting immediately after the end of the conference.
 - i. Review overall successes and possible changes for the next year from committee members
 - ii. Thank all committee members for their service.
 - iii. Committee Chair will notify individual committee member(s) prior to post conference meeting who will be rotating off the committee per guidelines.
2. Follow job descriptions for each committee member.
 - a. Get descriptions from Executive Director
 - b. Review for any modifications/updates that might be needed.
3. Committee members are expected to:
 - a. Read and sign Committee Roles/Responsibility waiver.
 - b. Attend all meetings and conference calls (*allowing for flexibility to determine which committee member needs to be at each meeting to report out. Not all committee members need to be present if a report is sent*)
 - c. Volunteer for assignments
 - d. Participate fully and ask questions to understand position
 - e. Share feedback as you receive it from other members and bring other committees into the conversation when work touches on their work.
4. This job description describes the general nature and work expected of an individual volunteering for this position. Position may be required to perform any other job-related duties as requested by the conference chairs. All requirements are subject to possible modifications.

Committee Structure

1. Standing Board Members and Board Appointed Positions
 - a. Conference Chair and Co-Chair (Board approved positions)
 - b. President Elect
 - c. Education Chair

- d. Secretary/Treasurer
 - e. Industry Chair (Ad Hoc)
 - f. Exhibit Chair and Co-Chair
 - g. Executive Director
2. Committee Members
- a. Local Arrangements/Activities
 - b. Registration Chair and Co-Chair
 - c. Hospitality/Volunteers
 - d. Meals Coordinator
 - e. Decorations
 - f. Education Scholarship Fundraiser Chair
 - g. Industry Representative (appointed by Industry Chair)
 - h. State Agency Representative (workshop committee) Assigned by State Agency
 - i. Workshop Chair and Co-Chair
 - i. Workshop members (4 at large members)

NUTRITION CONFERENCE

Committee Purpose:

To plan a conference focusing on nutrition issues. The conference may focus on either the nutrition of the students or the MSNA member in order to provide a positive influence on student nutrition. Nutrition Conference provides association members with nutrition related training/education for school nutrition programs.

General Responsibilities

1. Conference Chair shall select committee after board approval for position.
2. The Conference Chair will serve a two-year term with board approval.
 - a. One year as Co-Chair and one year as Chair. Ideally, there should be a member being mentored as Co-Chair each year to take over.
 - b. Duty of the Chair to assign tasks to committee members for completion between meetings.
 - c. Coordinate meeting minutes and communication amongst committee members via email, conference or video calls or “in person” meetings as appropriate.
 - d. Conduct a post conference meeting immediately after the conference for review.
3. Committee Members are expected to:
 - a. Read and sign Committee Roles/Responsibility waiver.
 - b. Attend all meetings and conference calls (allowing for flexibility to determine which committee member needs to be at each meeting to report out. Not all committee members need to be present if a report is sent)
 - c. Volunteer for assignments
 - d. Participate fully and ask questions to understand position
 - e. Share feedback as you receive it from other members and bring other committees into the conversation when work touches on their work.
4. Consult with the Education chair (Ad Hoc) for preliminary planning and guidance.
5. This job description describes the general nature and work expected of an individual volunteering for this position. Position may be required to perform any other job-related duties as requested by the conference chairs. All requirements are subject to possible modifications.

Committee Structure:

1. Standing Board Members and Board Appointed Positions
 - a. Nutrition Chair
 - b. Education Chair (Ad Hoc)
 - c. Executive Director
2. Committee Members
 - a. Industry Representatives (4)
 - b. MSNA Members at Large (4)

SCHOOL NUTRITION INDUSTRY PARTNER CONFERENCE (SNIP)

Committee Purpose:

To plan the annual MSNA School Nutrition Industry Partner Conference (SNIP). The SNIP conference is held in the spring every year. The purpose of the conference is to bring industry members and other MSNA members together for networking and education opportunities. This conference is structured to pertain educationally to both industry and school nutrition members.

General Responsibilities

1. The Conference Chair will serve a two-year term with board approval.
 - a. One year as Co-Chair and one year as Chair. Ideally, there should be a member being mentored as Co-Chair each year to take over.
 - b. Conference Chair shall select committee after board approval for position.
 - c. Duty of the Chair to assign tasks to committee members for completion between meetings.
 - d. Coordinate meeting minutes and communication amongst committee members via email, conference or video calls or “in person” meetings as appropriate.
 - e. Conduct a post conference meeting immediately after the end of the conference.
 - i. Review overall successes and possible changes for the next year from committee members
 - ii. Thank all committee members for their service.
 - iii. Committee Chair will notify individual committee member(s) prior to post conference meeting who will be rotating off the committee per guidelines.
2. Industry Chair will report out with a written and verbal report at the next appropriate board meeting. (with the understanding that details may still be in the process of being finalized).
3. Committee Members are expected to:
 - a. Read and sign Committee Roles/Responsibility waiver.
 - b. Attend all meetings and conference calls (allowing for flexibility to determine which committee member needs to be at each meeting to report out. Not all committee members need to be present if a report is sent)
 - c. Volunteer for assignments
 - d. Participate fully and ask questions to understand position
 - e. Share feedback as you receive it from other members and bring other committees into the conversation when work touches on their work.
4. This job description describes the general nature and work expected of an individual volunteering for this position. Position may be required to perform any other job-related duties as requested by the conference chairs. All requirements are subject to possible modifications.

Committee Structure

1. Standing Board Members and Board Appointed Positions
 - a. Industry Chair

- b. Secretary/Treasurer
 - c. Executive Director
- 2. Committee Members:
 - a. Industry Representatives (4)
 - b. MSNA Members at Large (4)

MARKETING COMMITTEE

Committee Purpose:

The Marketing Committee exists to promote MSNA to our internal and external customers. The committee will help establish MSNA as the voice of Child Nutrition in our state by utilizing the skills of our MSNA Members and Industry Partners. Work with the association public relations/marketing firm as needed.

General Responsibilities

1. Committee Chair is appointed by the Executive Committee and will serve a three-year term.
2. Utilizing the Association Strategic Action Plan for guidance create:
 - a. Yearly goals and strategies for benchmarking
 - b. Calendar of meeting/events
3. Consult with the Public Relations Firm to promote Strategic Plan
4. Host monthly update video/conference calls with Executive Committee, Executive Director, Public Relations Firm and full marketing committee.
5. Committee Members are expected to:
 - a. Read and sign Committee Roles/Responsibility waiver.
 - b. Attend all meetings and/or video conference calls (allowing for flexibility to determine which committee member needs to be at each meeting to report out. Not all committee members need to be present if a report is sent)
 - c. Volunteer for assignments
 - d. Participate fully and ask questions to understand position
 - e. Share feedback as you receive it from other members and bring other committees into the conversation when work touches on their work.

Committee Structure:

1. Standing Board Members and Board Appointed positions
 - a. Committee Chair
 - b. MSNA Vice President
 - c. MSNA Secretary/Treasurer (Co-Chair)
 - d. MSNA Executive Director
 - e. State Agency Representative
2. Committee Members
 - a. 2 MSNA Members at Large
 - b. 2 Industry Members

RESOLUTIONS/BYLAWS

Committee Purpose:

The resolutions and bylaws committee shall be responsible for reviewing the governance documents of the association and ensuring that they are maintained and up to date and make appropriate recommendations to the Executive Board and House of Delegates and shall approve the final draft of the bylaws following amendments.

General Responsibilities:

1. The committee shall present resolutions and proposed bylaws amendments to the delegate assembly, and provide recommendations to the board and the membership.
 - a. Association resolution and bylaw changes shall be consistent with the principles, policies, and goals of the Association.
1. A house of delegates meeting will be scheduled every other year or if a change in the association's bylaws are proposed.
2. All proposed resolutions to be considered at the House of Delegates shall be:
 - a. Submitted first to SNA for review for conformity with the SNA bylaws as a state affiliate.
 - b. Allow 45 days for SNA to review the proposed bylaws and provide comments or revisions.
 - c. After approval from SNA, the chairman of the resolution and bylaws committee shall present proposed resolutions to all house members through the official publication or direct mail, postmarked no later than 60 days prior to the annual conference.
 - d. Proposed resolutions submitted by 60 days prior to the annual conference shall be distributed to all house members through the official publication or by direct mail at least 30 days prior to the House of Delegates.
3. Voting delegates shall consist of:
 - a. Members of the executive board
 - b. Five immediate past state presidents
 - c. Two delegates from each chapter, which may include the president, president elect or their alternates.
4. Upon consent of a majority of the delegates, a written resolution may be submitted from the floor of the House of Delegates.
5. Adoption of proposed resolutions shall require a majority vote.
6. Resolutions, which are in conflict with the bylaws, will not be presented to the House of Delegates.
7. Consult with Parliamentarian as needed for clarification and participation in the House of Delegates.
8. Committee is responsible for setting up the HOD meeting room following guidelines.
9. Publish article in first Association publication following the House of Delegates, concerning resolution and bylaw changes.
10. Furnish information to chapter officers and present when requested.

Committee Structure:

1. Board appointed positions

- a. President-Elect: Chair
- b. Vice President-Co Chair
- c. At least two MSNA members at Large
- d. President as Ex-Officio
- e. Executive Director

PUBLIC POLICY COMMITTEE/LEGISLATIVE CONFERENCE

Committee Purpose:

To represent the Association in all the legislative initiatives, before the State and Federal legislative bodies that may impact child nutrition. The committee is also responsible for planning the Legislative Conference for the purpose of educating legislators of MSNA initiatives related to public policy.

General Responsibilities

1. Read and sign Committee Roles/Responsibility waiver.
2. Committee members are expected to:
 - a. Attend all meetings and conference calls (allowing for flexibility to determine what committee member needs to be at each meeting to report out)
 - b. Volunteer for assignments or tasks from the Chair
 - c. Participate fully, ask questions to understand position
 - d. Share feedback as you receive it from other members and bring other committees in to the conversation when what is being worked on touches on their work.
3. Plans and conducts the MSNA Legislative Conference annually
 - a. Help promote attendance for conference

Committee Structure:

3. Standing Board Members and Board Appointed positions
 - a. Public Policy Chair
 - b. MSNA President
 - c. MSNA President Elect
 - d. MSNA Vice President
 - e. MSNA Lobbyist
 - f. MSNA Executive Director
 - g. State Agency Representative
4. Committee Members
 - a. 4 MSNA Members at Large
 - b. 4 Industry Members
5. This job description describes the general nature and work expected of an individual's volunteering for this position/committee. Positions may be required to perform any other job-related duties as requested by conference chairs and/or Executive Board. All requirements are subject to possible modification.

TRAVEL AND REIMBURSEMENT GUIDELINES

Important Information

These guidelines cover direct reimbursements for the MSNA Board and association members when traveling or doing work on behalf of the association. (see state/national travel conference chart)

1. 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. It is also a MSNA expectation that travelers who request travel reimbursement (ie: mileage, meals and etc.) agree that they will not seek duplicate reimbursement from place of employment.
2. Prior to scheduling travel all participants will be given a copy of these guidelines by the MSNA Executive Director to acknowledge, sign and submit to MSNA office. MSNA Executive Director will communicate with traveler prior to making travel arrangements.
3. There will be NO reimbursement for:
 - a. Alcohol
 - b. Mini-bar items
 - c. Tours
 - d. Taxi for shopping
 - e. Personal items.
4. Original receipts are required for all items requested for reimbursement and must be attached to Expense Reimbursement form. (Form must be completely filled out)
5. Reimbursement forms must be submitted to MSNA Executive Director within 15 days of return from travel.
 - a. Faxed forms can only be used for mileage reimbursement.
 - b. Late submissions may require executive board approval
6. MSNA Executive Director or other Executive Board members have the authority to request additional supporting documentation for any questionable reimbursement.

TRAVEL-MILEAGE-AIRFARE

For Executive Board Members and Committee Members

1. The MSNA Executive Director will make all travel arrangements only for those traveling on preauthorized MSNA business.
 - a. Flights will be purchased at coach air fare rate.
 - b. Transportation to and from the airport, airport parking and transfer fees (ie: shuttle, taxi) are allowable expenses for reimbursement.
 - c. Any additional costs incurred with changes in travel plans are at the individual's expense.
2. When using a car to travel on association business (ie: MSNA Board meetings, committee meetings or chapter installations -if not reimbursed by the chapter) or to MSNA or SNA events, the automobile mileage will be reimbursed at the current federal mileage reimbursement rate or at the rate of the lowest available airfare, whichever is less.
 - a. The current mileage rate can be viewed at www.gsa.gov.
 - b. Parking fees for said events will be reimbursed. Must have receipt of payment.
3. Any conference paid by MSNA will be attended for the entire duration of conference.

Mileage for Committee Members

1. When using a car to travel to committee meetings the automobile mileage will be reimbursed at the current federal mileage reimbursement rate. The current mileage rate can be viewed at www.gsa.gov.
 - a. Parking fees for said events will be reimbursed.
 - b. It is strongly recommended that committee members carpool to meetings.
 - i. **In November 2020 for fiscal year 2021, the executive committee has changed the mileage rate for 2021 travel from government rate to volunteer rate. This option will be reviewed in January 2022.**

Lodging

1. Lodging for pre-authorized MSNA events will be booked at standard room rates by MSNA Executive Director.
2. Based on lodging/conference chart, Executive Board, Committee Chairs and preauthorized MSNA members (Future Leaders) will receive a private hotel room.

Meals

1. Reimbursement for meals shall be limited to \$55 per day for a full day of attendance or participation. No reimbursement for meals that are supplied with the conference.
2. Meals (with gratuity if applicable) shall be reimbursed pursuant to actual expenses.
3. Such expenses for alcoholic beverages are specifically non-reimbursable.
4. All meal receipts must accompany request for payment.
5. No funds will be allocated in advance.

For a partial day of attendance, travel days, or functions where meals are provided, these guidelines will be followed:

Breakfast \$10.00

Lunch \$15.00

Dinner \$30.00

- If you leave after the normal breakfast hour, you are eligible for lunch and dinner reimbursement, if it is not provided by the event you are attending.
 - Example: You are leaving at 9 a.m. to travel to a conference where dinner is served but not lunch, please request reimbursement for lunch up to \$15.
 - If you leave after the normal lunch hour, you are eligible for dinner reimbursement, if it is not provided by the event you are attending.
 - Example: You must be at the airport at 11 a.m., please request reimbursement for lunch and dinner.
6. Request for meal reimbursement must be added to the Expense Reimbursement form.

STATE CONFERENCES – TRAVEL EXPENSES

MSNA covers the conference registration fee, lodging, mileage as noted below.

Key: M-Mileage H-Hotel R-Registration

Conferences	M/H/R	M/H/R	M/H/R	M/H/R	M/H/R	M/H/R
	Annual Conference	Skills Camp	SNIP	Legislative	Chapter Leadership	Nutrition
President	M/H/R	M/H/R	M/H/R	M/H/R	M/H/R	M/H/R
President Elect	M/H/R		M/H/R	M/H/R	M/H/R	
Vice President	M/H/R		M/H/R			
Sec/Finance	M/H/R		M/H/R			
Nutrition Chair	M/H/R					M/H/R
Member Service Chair	M/H/R				M/H/R	
Public Policy Chair	M/H/R			M/H/R		
Education Chair	M/H/R	M/H/R				
Industry Chair	M/H/R		M/H/R			
Executive Director	M/H/R	M/H/R	M/H/R	M/H/R	M/H/R	M/H/R
Conference Chair/Co Chairs	M/H/R	M/H/R	M/H/R	N/A	N/A	M/H/R
Committee Members	R	R	R	R	N/A	R

NATIONAL CONFERENCES – TRAVEL EXPENSES

MSNA covers the conference registration fee, lodging, airfare, mileage parking and transfer fee and meals for the following Board members:

SNA Legislative (LAC)	President President Elect Public Policy Chair Executive Director
SNA Leadership	President Elect Vice President Secretary/Treasurer Executive Director *Future Leader (in even years)
Midwest Regional Leadership Seminar	Vice President Member Services Chair (*Once per 2-year term-1 st year on board) Education Chair (*Once per 2-year term-1 st year on board) Nutrition Chair (*Once per 2-year term-1 st year on board)
ANC	President President Elect
State Executive Director's Conference	Executive Director