

STANDARD OPERATING PROCEDURES

SCHOOL NUTRITION ASSOCIATION OF PENNSYLVANIA

Revisions Approved: October 21, 2015

FORWARD

This manual of Standard Operating Procedures is intended to assist the Board of Directors and other members of the School Nutrition Association of Pennsylvania, Incorporated (SNAPa) to understand and to carry out their assigned duties.

It is designed to define responsibilities and to clarify procedures and policies as specified in the Bylaws of the Association.

When required, the Standard Operating Procedures will be revised in order that they may remain current.

INDEX PAGE

- Code of Ethics: 2
- Organizational Structure: 2
- Reimbursement of Allowable Expenses: 3
- President: 4
- President-Elect: 5
- Vice President: 6
- Secretary/Treasurer: 6
- Immediate Past-President: 7
- Regional Representatives: 8
- School Nutrition Employee/Manager Representative: 9
- Annual Conference Committee Duties and Responsibilities: 9
- Annual Conference Chair: 10
- Co-Chair/Secretary/Publicity: 11
- Treasurer: 12
- Program Chair: 12
- Advertising /Program Book Chair: 13
- Registration Chair: 14
- Local Arrangements/ Hospitality Chair: 15
- Exhibits Chair: 16
- Exhibit/Booth Award Guidelines: 17
- Exhibitors Advisory Chair: 18
- Membership Service and Nominating: 18
- Nutrition Education and Professional Development: 20
- Public Policy and Legislation: 21
- Bylaws and Policies: 21
- Scholarships and Awards: 22
- Public Communication: 24



- Business and Industry Partners: 24
- Strategic Planning Committee: 25
- Finance Committee: 25
- Personnel Committee: 26
- Association Executive Director: 26
- Pennsylvania State Director of Child Nutrition: 30
- Pennsylvania Director of Government Donated Foods: 31

CODE OF ETHICS

Members of the School Nutrition Association of Pennsylvania are pledged to the improvement of school, community, and national health through well-directed, quality child nutrition services.

A worthy member fulfills an obligation to the association, school, community, and to related professional groups when accepting the following responsibilities:

- To guide personal conduct by the Golden Rule
- To uphold the ethical standards by which our profession is judged
- To place service for the good of others above personal gain
- To seek the latest knowledge in professional work and to apply this knowledge to improve the quality of work
- To share knowledge and skill by serving in community activities
- To cooperate with related professional groups in achieving common goals
- To take an interest in pertinent legislation and to promote public support that will improve the status of school food service personnel

ORGANIZATIONAL STRUCTURE

EXECUTIVE COMMITTEE

- * President
- * President-Elect
- * Vice President
- * Secretary/Treasurer
- ** Association Executive Director

- * Denotes Officers
- ** Non-Voting member of the Board

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REGIONAL REPRESENTATIVES STANDING COMMITTEES

Committee Chairs are to select at least two committee members unless otherwise proscribed in the operating procedures (i.e. Strategic Planning Committee.) In the Chair's absence, a committee member may represent the Committee Chair. At meetings of the SNAPa Board of Directors, only the Chair of the Committee is entitled to vote.

Annual Conference
Membership Service/Nominating
Nutrition Education/Professional Development
Public Communications
Public Policy and Legislation
Scholarship and Awards
Business and Industry Partners
Strategic Planning Committee

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NON-VOTING MEMBERS

Business affiliate members - The Senior Industry Representative is entitled to a vote, representing the votes of the other two non-voting Industry Representatives. Pennsylvania, State Director of Child Nutrition Program, Pennsylvania State Director of Bureau of Government Donated Foods, Special committee chairs, Association Executive Director

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REIMBURSEMENT OF ALLOWABLE EXPENSES

SNAPa will reimburse a Board member for their attendance at or participation in a SNAPa approved event at the following rates:

1. Travel shall be reimbursed for actual mileage from either the Board member's home or place of work and returning to that point at the IRS approved reimbursement rate.
2. Travel reimbursement shall include all applicable tolls, parking fees and other necessary and reasonable expenses.
3. Room accommodations and airline reservations must be made by SNAPa for the Board member and requested in advance to meet deadlines and take advantage of applicable discounts.
4. Overnight accommodations for any SNAPa approved event will be provided at one-half the normal double occupancy rate for all Board members other than the President who may request single room accommodations. The Board member may request a single room and pay half the normal double occupancy rate.
5. Overnight accommodations will not be provided for Board members who live closer than 65 miles from the approved event.

6. The SNAPa Board shall periodically approve a maximum *per diem* rate for all meals for Board members but in no instance will SNAPa be responsible for reimbursement or payment for alcoholic beverages.

7. It shall be the responsibility of the Board member to notify the SNAPa office of any changes in their travel plans at least 72 hours in advance of the event, unless there are extenuating unavoidable circumstances.

8. At any SNAPa approved event for which a Board member is requesting reimbursement for attendance, it shall be the responsibility of that member to attend all educational sessions and events scheduled for the event.

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PRESIDENT

1. The President shall hold office from the beginning until the end of the School Nutrition Association of Pennsylvania's fiscal year.

2. Shall be the chief executive officer of the Association, serving as Chair of the Board of Directors and Executive Committee and as an *ex-officio* member of all Committees.

3. Shall preside at all Association meetings.

4. Shall set up a time schedule for completion of work and submission of reports for all committees.

5. Shall see that all orders and responsibilities of the Board of Directors are carried into effect.

6. Shall exercise all other general powers of supervisory and active management usually vested in the office.

~~7.~~ Shall be thoroughly acquainted with all duties devolving upon the President, other members of the Board of Directors, Special Committees, and Affiliated Chapters.

8. Shall serve as a delegate to the SNA Annual National Conference and shall represent Pennsylvania at all regional meetings. Shall attend the SNA Legislative Action Conference, the SNA Industry Seminar, and the SNA Leadership Conference.

9. Shall complete and submit the SNAPa Annual Plan of Action as per the guidelines established by SNA for the Thelma Flanagan Gold Award.

10. Shall maintain contact with the State Director of Child Nutrition Programs to make necessary arrangements for a Governor's Proclamation for School Lunch Week and School Breakfast Week.

11. Shall conduct the correspondence of the Office of President of the Association.

12. Shall maintain and keep up-to-date the files of the President of the Association.



13. Shall prepare the Annual President's Report for presentation at the Annual Meeting.
14. Shall serve as liaison with SNA, reporting state activities, as requested to SNA's Northeast Regional Director.
15. Shall establish in consultation with the Board of Directors monetary rewards for the different levels of the Chapter Challenge program of work.
16. Shall appoint chairs of the SNAPa Foundation and the Resolutions and Bylaws Committees in the event of a vacancy.
17. Shall review and approve the action update.
18. As an ex-officio member of the Finance Committee, the President shall review and approve the bills of the Association.
19. Shall review Board of Director assignments.

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PRESIDENT-ELECT

1. Shall become acquainted with all duties devolving upon the President, other officers, Board of Directors and affiliated Chapters.
2. Shall serve as a member of the Board of Directors and the Executive Committee.
3. Shall assume the responsibilities of the President in his/her absence.
4. Shall serve as a delegate to the SNA Annual National Conference. Shall attend the SNA Legislative Action Conference, SNA Industry Seminar and the SNA Leadership Training Conference.
5. Shall perform other duties requested by the President.
6. Shall provide the SNAPa Secretary with the names and addresses of the Board of Directors.
7. Shall prepare the agenda for and preside over the Annual Meeting of School Nutrition Association of Pennsylvania.
8. Shall act as the SNAPa website liaison and submit to the Association Executive Director any changes for the SNAPa website.
9. Shall recommend for approval of the Board of Director chairs of committees to serve when the President-Elect becomes President.



10. The President-Elect and Secretary/Treasurer will work on the conference budget and seek Board of Directors approval for proposed conference budget for their budget year by January of that presidential year.

11. Shall review and approve *SNAPa Happenings*.

VICE PRESIDENT

1. Shall become acquainted with all duties devolving upon the Vice President, other officers, Board of Directors and affiliated Chapters.

2. Shall serve as a member of the Board of Directors and the Executive Committee.

3. Shall appoint one member as a Business and Industry Affiliate to serve a three (3) year term.

4. Shall chair the Annual Conference site committee.

5. Shall coordinate at least one additional Annual Conference site visit during his/her term.

6. Shall coordinate the activities of the Regional Representatives and disseminate to them all information for distribution.

7. Shall ensure, along with Regional Representatives, that the SNAPa Chapter Handbook is reviewed and updated as necessary.

8. Shall schedule and plan with the Executive Committee a Leadership Workshop to include the Board of Directors, Chapter Officers, and others as requested.

9. Shall attend the SNA Annual Leadership Conference and may attend other national conferences at the discretion of the President.

10. The Vice President will work with the President-Elect on the budget process.

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SECRETARY/TREASURER

1. Shall become acquainted with all duties devolving upon the Secretary/Treasurer.

2. Shall serve as a member of the Board of Directors and the Executive Committee.

3. Shall serve as the Secretary to all meetings, call the roll and keep a record of attendance.

4. Shall maintain the minutes of all meetings and the records of all meetings.



5. Shall send the minutes of the Board of Directors meetings to all members of the Board at least three (3) weeks prior to the next scheduled Board meeting and shall post the minutes of the meetings on the Association's website.
6. Shall post the Board Meeting reports on the Association's website.
7. Shall coordinate meeting notices, agendas and committee reports with the Board of Directors at least three (3) weeks prior to each Board meeting.
8. Shall perform such other duties as requested by the President.
9. As a member of the Finance Committee, shall approve the payment of all invoices on behalf of School Nutrition Association of Pennsylvania.
10. Shall maintain budget controls; keep the President informed on financial matters, and keep Committee Chairs updated on committee expenses by submitting a budget comparison report.
11. Shall request Board of Director approval for transfer of budgeted funds.
12. The President-Elect and Secretary/Treasurer will develop the Annual Conference budget and seek Board of Director approval for proposed Annual Conference budget for their budget year by January of that presidential year.
12. Shall submit a current report of receipts, expenditures, and assets to the Board of Directors at each Board meeting.
13. Shall submit a financial summary for the Annual Meeting.
14. Shall keep such insurance in effect as authorized by the Board of Directors.
15. Shall recommend the selection of a licensed Certified Public Accountant to the Board of Directors who shall be employed to perform an audit, compilation or review, as appropriate, of the financial status of the Association at the conclusion of each fiscal year.
16. Shall draft an annual budget with the help of the Executive Committee to present to the Board of Directors the first meeting of the new Board.
17. Communicate with contracted Financial Services as needed.
18. Shall attend the SNA Annual Leadership Conference and may attend other national conferences at the discretion of the President.
19. Shall serve as Chair of the Finance Committee.

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IMMEDIATE PAST PRESIDENT



1. Shall meet with the President as soon as possible to ensure a smooth transition.
2. Shall assist the President by destroying obsolete material so that only pertinent records and correspondence are on file, retaining seven (7) years records.
3. Shall act in an advisory capacity and perform any duties as requested by the President.
4. Shall serve as an *ex-officio* member of the Board of Directors.
5. Shall prepare a brief and concise history of the Association during his/her term of President for publication in the Association magazine.
6. Shall serve as Chair of the SNAPa Foundation.
7. Shall serve as Chair of the Bylaws and Policies Committee.

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REGIONAL REPRESENTATIVES

1. Shall become acquainted with the duties of the Regional Representatives.
2. Shall serve as a member of the Board of Directors.
3. Shall represent the Board of Directors at local chapter meetings and shall present chapter challenges to the Board.
4. Shall assist in recruiting and retaining members.
5. Shall assist chapters with their responsibilities to the Association.
 - a. Adopt by-laws in harmony with SNAPa
 - b. Pay membership dues on time
 - c. Submit reports on time
 - d. Conduct election of officers and appointment of committee chair on time
 - e. Send names of officers and committee chairs to the Association Executive Director following the chapter meeting.
6. Shall assist chapters with preparation of budget, educational pursuits and the Association's priority issues.
7. Shall encourage chapters to submit material for *SNAPa Happenings*.
8. Shall visit each chapter at least once each term and meet with its leadership to review business procedures and to discuss Association resources, educational programs, and priority issues.



9. Update Chapter Handbook as necessary.
10. Shall arrange a Regional Workshop each year (usually in the summer) for school nutrition personnel. Regional Representatives should consult with Nutrition Education and Professional Development Chair.
11. Shall perform such other duties as requested by the President.

SCHOOL NUTRITION EMPLOYEE/MANAGER REPRESENTATIVE

1. The School/Nutrition Employee/Manager Representative is elected for a two-year term on the Board of Directors to represent the interests of the individuals of the member category and to provide the communication link between those members and the Board of Directors.
2. Represents school nutrition employees/managers member category on the Board of Directors.
3. Communicates Association activities to foodservice employees/manager members.
4. Attends all scheduled board meetings and contributes agenda items relevant to this member category.
5. May serve as Board Liaison to the Membership Services and Nominating Committee or other designated committee.
6. Promotes Association membership, certification and credentialing.
7. Serves on the Scholarship and Awards Committee to select annual awards.
8. Provides ideas to the Annual Conference chair for sessions related to the SN Employee/Manager program section members.

ANNUAL CONFERENCE COMMITTEE

Annual Conference Committee:

- A. Annual Conference Chair
- B. Co-Chair/Secretary/Publicity
- C. Program Chair
- D. Advertising Chair/Program Book
- E. Registration Chair
- G. Local Arrangements/Hospitality Chair
- H. Exhibits Chair
- I. Senior Business & Industry Representative
- J. SNAPa President
- K. Association Executive Director



L. Sponsorship Chair

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The Committee is to be limited to the maximum of the above 11 chairs. SNAPa will reimburse Annual Conference Committee members for up to five full conference committee meetings.

It shall be the general responsibility of all committee chairs to keep a record of the respective activities of the committee. This information, any suggestions or ideas, etc. must be reported at the first Board of Directors meeting of the following year.

Copies of any conference/conference site final contracts should be submitted to the Association Executive Director as part of the Associations permanent records.

Planning meeting expenses for all committee members are to be reimbursed as Annual Conference expenses. Receipts for expenses incurred must be submitted to the Association Executive Director for approval and payment. (Expenses include room, meals, mileage, tolls, while traveling.)

The Annual Conference Chair must present a budget for approval (lodging expenses included) at the SNAPa Board of Directors meeting as part of the meeting when the annual budget is approved.

Annual Conference Committee members in good standing will receive free registration, if applicable, travel expenses (mileage and tolls) and meal expenses (dinner and breakfast) while traveling and lodging at double occupancy rate for the duration of the Annual Conference. During the Annual Conference a single room or suite will be provided for the President seated on the Annual Conference Committee and the Annual Conference Chair.

During the Annual Conference a single room or suite will be provided for the President seated on the Annual Conference Committee and the Annual Conference Chair.

Voting Board of Directors members in good standing will be reimbursed for the Annual Conference including mileage, tolls, room at double occupancy rate, and meals.

In accordance with SNAPa Bylaws Article VI, Section D, effective February 2011, Board of Directors members will be required to pay \$75.00 for state conference attendance, if there is a registration fee for the Annual Conference. This co-payment is established to offset budgetary restraints of the association.

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A. ANNUAL CONFERENCE CHAIR

1. Serves as a voting member of the SNAPa Board of Directors and is appointed by the Vice President of the Association to serve as the Annual Conference Chair the following year when the Vice President will be the President-Elect. In consultation with the Vice President, the Chair shall appoint additional members of the Committee to also serve on the Committee the following year.



2. Coordinates the activities of the Annual Conference Committee.
3. Sets a calendar for Annual Conference Committee meetings and/or meets with individual chairs as necessary.
4. Negotiates the final fees and rates with the Conference site and submits a copy to the SNAPa Association Executive Director.
5. Approves all Annual Conference related invoices and payments.
6. Drafts a budget for Board of Directors approval.
7. Must prepare a report for the first Board of Directors meeting of the following year. The report must include at a minimum: attendance, number of exhibits, financial statement, summary of evaluations, pros and cons of the selected facility, and recommendations for future conferences.
8. Is responsible for the Annual Conference theme and logo.
9. Is responsible for directing Annual Committee Chairs to submit publicity, photos, logo, and necessary information to the Association Executive Director for SNAPa Happenings in a timely manner for publication.
10. No gifts will be paid for with SNAPa funds.
11. Consults with President and President-Elect regarding expected visits from official guests and dignitaries.
12. Consults with the Annual Conference hotel representatives and speakers to provide audio visual equipment for conferences and utilize best pricing.

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B. CO-CHAIR/SECRETARY/PUBLICITY

1. Become familiar with all activities related to the Annual Conference.
2. Performs all duties assigned by the Annual Conference Chair.
3. Serves as Chair in the absence of the Chair.
4. When possible, the Co-Chair should assume the chair position the following Annual Conference.
5. Takes minutes of all meetings of the Annual Conference Committee and distributes them to members of the committee no later than two (2) weeks following the meeting. Secretary shall send minutes to the Annual Conference Chair for approval prior to any mailings.



6. Releases Annual Conference information for the Association's publications in accordance with the dates of publication which will enable all deadlines to be met.
7. Releases Annual Conference publicity for newspaper coverage in all areas of the state and makes arrangements for radio and television coverage when possible
8. Releases Annual Conference publicity for magazine coverage, including the Association's publication and official magazine of SNA.
9. Obtains approval for continuing education credits from allied associations.
10. Prepare letters of invitation to the Annual Banquet inviting the Executive Director/President of the following allied associations: PSBA (Pennsylvania School Boards) PASBO (School Business Officials) PASA (School Administrators) and other appropriate officials. The Co-Chair will be responsible for making complimentary guest reservations and coordinating other arrangements for these guests.
11. Shall perform such duties as requested by the Annual Conference Chair.

C. TREASURER

1. Shall serve as treasurer for the Annual Conference Committee by maintaining separate account activities for Annual Conference receipts and disbursements.
2. Prepares, with the Chair, the annual budget for the Annual Conference.
3. Reviews all expenses of the Annual Conference Committee.
4. Shall perform such duties as requested by the conference chair.

D. PROGRAM CHAIR

1. Estimates program expenses for budget purposes and plans the program within the financial guidelines set forth in the budget.
2. Plans the program:
 - a. Secures speakers, presenters, presiders and other program participants.
 - b. Secure bios and photos of speakers.
3. Plans and organizes the time schedule for all meals/banquets/receptions, awards and the Annual Membership Meeting.
4. Submits all program information to the Advertising/Program Book Chair.

5. Prepares a brief outline of the programs for pre-conference publicity to be published in the Association's publications.
6. Itemizes all AV needs (public address, microphones, screens, projectors, easels, markers, art boards, etc.) and submits to the onsite Annual Conference representative.
7. Communicates with all program participants scheduled times of presentations, overnight accommodations, transportation and any other special needs.
8. Makes arrangements for payment of speaker's fees/expenses.
9. Shall perform such duties as requested by the Annual Conference Chair.

E. ADVERTISING/PROGRAM BOOK CHAIR

1. Works with the Association Executive Director to provide necessary advertising forms for layout, timeline and contracts to be included in the exhibitor packet.
2. Provides the Annual Conference Committee with updated list of advertisers.
3. Solicits advertising from all regions of the state to cover those companies not currently on the mailing list.
4. First advertising preference, choice of back cover or inside front cover, goes to the senior Business and Industry Representative seated on the Board of Directors and the second choice to next senior member. Business and Industry Representatives will be responsible for the cost of the full-page advertisement.

Each Platinum Business & Industry Partner will receive a complimentary full page ad in the Annual Conference program book.

5. Confers with entire Annual Conference Committee regarding choices of size, cover content, etc. of program booklet.
6. Solicits quotes for printing and makes a recommendation for a printer.
7. Works with the Annual Conference Chair, Program Chair, and Local Arrangements Chair to schedule of events and historical information to be used in the program booklet.
8. Past Practice has included the following in every program book
 - a. Program of Events
 - b. Message from the President
 - c. Message from the Annual Conference Chair
 - d. Listing of the Board of Directors
 - e. Listing of Past Presidents
 - f. List of Exhibitors



- g. Map of Hotel
- h. Map of Exhibit Hall
- i. Invitation to the next Annual Conference
- j. Continuing Education Unit Forms
- k. Business and Industry Partners
- l. Endowment Honor Roll – SNAPa Foundation
- m. Evaluation Form
- n. Award Winners
- o. Advertisements

9. Shall perform such duties as requested by the Annual Conference chair.

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F. REGISTRATION CHAIR

1. Works with Association Executive Director to prepare the Annual Conference registration form to include in the association’s publications and to send to the membership.

a. Information to be included:

- 1. Name and membership number
- 2. Email Address
- 3. Position
- 4. Registration Fees
- 5. Lodging Information
- 6. Tour Preference (if applicable)
- 7. School District
- 8. Meal Preference (if applicable)
- 9. Mailing Address
- 10. Any other information
- 11. Indicate on the form that information is to be **TYPED OR PRINTED**

2. Requests a current membership list, with Certification status, from the Association Executive Director to use for cross-reference with registration.

3. On-site distribution of registration packets which includes (but is not limited to) the following: Program book, meal tickets (if applicable), tour tickets (if applicable), name badge, recognition ribbons, and conference gift (if applicable).

4. Orders the “recognition ribbons” necessary for various offices, Certification, and Business and Industry Partners.

5. Assigns volunteer members to a schedule of duties at the Annual Conference Registration desk.

6. Makes arrangements for a telephone and bulletin board at the registration desk.



7. Shall perform such duties as requested by the Annual Conference chair.

G. LOCAL ARRANGEMENTS/HOSPITALITY CHAIR

1. Shall serve as a liaison between the Annual Conference Committee and the hotel site concerning all meals, meeting rooms, special guest rooms

2. Arranges for photographer.

3. Arranges for drinking water for presenters in all sessions, the Association's Banner and American and Pennsylvania Flags in all General Sessions.

4. Coordinates the menu for special meals, receptions and banquets with the Annual Conference Committee.

5. Consults with the Program Chair and incoming President regarding banquet arrangements.

6. Serves as liaison with the Board of Directors and the Scholarship and Awards Chair to coordinate presentation of awards at the banquet.

7. Arranges complimentary one (1) night SINGLE guest room (not transferable) for the following award winners at Annual Awards and Installation Banquet:

- a. Employee of the Year
- b. E.J. Schindel SNAPa Scholarship Award
- c. Food Service Manager of the Year
- d. Food Service Director of the Year
- e. Nutrition Education Teacher of the Year Award

8. Arranges complimentary Banquet and Breakfast tickets for guests of the President (maximum 3), President-Elect (maximum 3), and the above listed Award winners (maximum 3). Total complimentary banquet and breakfast tickets will not be issued for guests in rooms under a Modified American Plan. Coordinate Awards and Installation Banquet arrangements with the Registration Chair and the Association Executive Director.

9. Coordinates Awards and Installation Banquet flowers for award winners, special guests and officers.

10. Arranges for table centerpieces for Awards and Installation Banquet including the head table (if applicable).

11. Arranges for a seating chart of the President's Dinner facilities for attendees to select seats/tables (in appropriate). The incoming President shall have first selection of seating prior to being displayed at the Registration Desk for attendees to sign (if applicable).



12. Coordinate seating arrangements of the officers and special guests at the President's Dinner (if applicable).
13. Arranges entertainment for Annual Conference activities, if necessary.
14. Shall perform such duties as requested by the Annual Conference chair.

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H. EXHIBITS CHAIR

1. Contacts the Booth set-up company as designated by the Annual Conference site or solicits quotes from several companies for layout of exhibit area, and types and colors of drape. Consults with the Annual Conference Committee regarding proposals.
2. Works with the Association's Executive Director to estimate income and expenses for exhibits for budget purposes.
3. Works with the Association's Executive Director to solicit vendors for the Annual Conference Exhibits.
4. Works with the Association's Executive Director to coordinate the mailing of exhibitor's packets containing the following information:
 - a. Introductory Letter
 - b. B&I Partner Membership Application
 - c. Booth Fee Schedule
 - d. Exhibitor Schedule
 - e. Booth Registration Form including four (4) B & I registrants per booth
 - f. Diagram of Exhibit area with booth space numbered
 - g. Exhibit utility information
 - h. Advertising Form including cost and size of ads.
 - i. Program Sponsorship Form
 - j. Hotel Registration Information
5. Works with the Association's Executive Director to coordinate exhibitor registration.
6. Works with the Association's Executive Director to coordinate mailing of additional exhibit information from the display company to the exhibitors.
7. Secures a list of Business and Industry Partners from the Association Executive Director.
8. Coordinates the distribution of recognition ribbons and plaques, as appropriate, to the Platinum and Gold Business and Industry Partners prior to the opening of exhibit. Publicly recognizes these members at the President's Dinner.
9. Coordinates security of exhibit area during and after show hours.

10. Shall perform such duties as requested by the Annual Conference Chair.

11. Presents Exhibit/Booth Awards as per the following guidelines:

- a. All exhibitors at the Annual Conference must be current SNAPa Business & Industry Partners. This membership must be current at the time the Business & Industry Partner reserves their Annual Conference booth. There are three levels of B&I Partner membership: Platinum (\$2,200), Gold (\$1,600), and Basic (\$350). A booth at the Annual Conference is included in both the Platinum and Gold Partner membership.
- b. A Basic Partner may exhibit and participate in the trade show if a broker provides a booth for them. The broker purchasing or securing the booth on behalf of any Business & Industry Partner must also be at least a Basic Business & Industry Partner in good standing.
- c. The Annual Conference Chair with the assistance of two other SNAPa members shall judge booths/exhibits and distribute the following awards to the booths/exhibits that best display the conference theme:

1. 1st Place - Best Exhibit- Ed Schindel Award

d. Each Booth/Exhibit winner shall receive the following:

The opportunity to select exhibit space for the next Annual Conference as follows:

- 1st Place Single Booth - Choice of location with one (1) booth free of charge with the purchase of an additional single booth at regular fees.
 - 1st Place Multiple Booth - Choice of location with one (1) booth free of charge with the purchase of an additional single booth at regular fees and the opportunity to select additional booth spaces not to exceed the total number of booths currently occupied by exhibitor.
- e. Upon completion of the first place booth winners making their select of space, the Platinum Business and Industry Partners will be given the opportunity to select booth space. These locations will be awarded on a first come, first serve basis.
- f. The SNAPa Board of Directors Business and Industry Advisory Representatives shall be given the opportunity to select booth space after the above award winners and Platinum Business and Industry Representatives have chosen their booth space. The senior most Board of Directors Business and Industry Advisory Representative shall have the opportunity to make his/her selection first.

g. Payment in full of all booths must be received on or before the designated due date in order to guarantee the desired space. Failure to submit payment in full by the designated date will result in loss of selected booth space.

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I. EXHIBITORS ADVISORY CHAIR

1. Shall be the Senior Business and Industry Partner seated on the Board of Directors and serves as the liaison between the Association and the exhibitors.
2. Works closely with the Exhibits Committee and the Advertising Committee in obtaining exhibitors for the Annual Conference and advertisements for the Program Booklet.
3. Promotes the Annual Conference to all members of industry on a statewide basis and spreads enthusiasm for the theme of the Annual Conference.
4. Coordinates an annual event to enhance the partnership between the Association and Industry.
5. Shall perform such duties as requested by the Annual Conference chair.

ANNUAL CONFERENCE SITE COMMITTEE

1. Committee shall consist of the Vice President and a minimum of 2 designated committee members, one of which has prior Annual Conference Committee experience.
2. The Committee shall visit possible state conference sites and make recommendations to the Board of Directors for approval. Advance planning requires at least three years' previous to planned date or as much as 5 to 7 years advance agreements.
3. Contracts for the reservation of Annual Conference sites shall be approved by the Board of Directors and signed by the Executive Committee. These contracts shall be retained by the Association Executive Director as part of the current official record.

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MEMBERSHIP SERVICE AND NOMINATING COMMITTEE

Shall consist of a Chair elected by the membership of the Association during the annual elections conducted for the officers of the Association. The Chair shall appoint other members of the Committee as appropriate. Additional Committee members shall include the Regional Representatives of the Association.

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A. MEMBERSHIP RESPONSIBILITIES

1. To encourage and develop programs for promoting membership.
2. To encourage 100% membership by schools.

B. NOMINATING RESPONSIBILITIES:

1. This committee shall be responsible for preparing a slate of nominees for the incoming SNAPa Board of Directors. The office of Vice President and Secretary/Treasurer should have a minimum of two (2) candidates for each office whenever possible.
2. The slate shall contain nominations for Vice President annually and for Secretary/Treasurer in even years only.
3. The following Board Committee Chairs should be nominated and elected annually by the membership of the Association: Nominating and Membership; Nutrition Education and Professional Development; Public Communications; Public Policy and Legislation; and Scholarship and Awards.
4. Regional Representatives for Regions II, IV, VI, and VIII will be elected by their respective regions in even years only with Regions I, III, V, and VII elected by their respective regions in odd years.
5. Specific duties of the Nomination Chair:
 - a. Secure and present eligibility for candidates to the members of the SNAPa Board of Directors by February 1st.
 - b. Send to the Regional Representatives a letter stating the eligibility requirements for the current offices to be balloted upon.
 - c. Confirm nominee's SNA/SNAPa membership and eligibility with the Executive Director.
 - d. Require each candidate for office to complete an "Agreement to Serve" form which requires their attendance at and participation in the events of the SNAPa Board and Association. Each candidate must also complete a "Conflict of Interest" statement that discloses official duties, affiliations and responsibilities to other associations.
6. Prepare a slate and present a biographical sketch of nominees to the Board of Directors for approval by March 1st. Submit completed Candidate Eligibility and School District Approval forms of the candidates to the SNAPa Secretary/Treasurer.
7. Prepare biographical information and pictures of nominees for SNAPa Happenings in the appropriate issue.

8. Send to the Association Executive Director the names of all nominees and the office for which they are running in order for the ballots to be prepared and distributed to qualifying members.

9. Shall perform other such duties as requested by the President.

Revised: October 21, 2015

MEMBERSHIP

Membership dues are established annually by the Board of Directors and are posted on the SNAPa webpage. Any changes will be published in the Association's magazine. Membership in each of the listed categories shall align as indicated in the SNAPa Bylaws.

- a. SNAPa Active Members
- b. Associate Members
- c. Business Affiliate Members

NUTRITION EDUCATION AND PROFESSIONAL DEVELOPMENT

1. The Committee shall consist of a Chair elected by the membership of the Association during the annual elections conducted for the officers of the Association. The Chair shall appoint other members of the Committee as appropriate.

2. Shall keep abreast of current development in the field of nutrition via literature and seminars.

3. Shall aid in the preparation of nutrition education materials for dissemination to school food service personnel.

4. Shall advise local chapters and School Food Authorities regarding implementation of Youth and Parent involvement.

5. Shall perform other duties regarding promotion of school nutrition to parents and youth as requested by the President.

6. Shall assist Regional Representatives to plan programs for regional workshops.

7. Shall inform the Association Executive Director of the summer workshop agendas for publishing in the Association magazine and posting on the SNAPa webpage.

8. Shall assist in planning programs for special functions.

9. Shall approve Continuing Education Unit requests according to the guidelines in the Chapter Handbook and in harmony with SNA guidelines.

10. Shall perform other such duties as requested by the President.



Revised: October 21, 2015

PUBLIC POLICY AND LEGISLATION

1. The Committee shall consist of a Chair elected by the membership of the Association during the annual elections conducted for the officers of the Association. The Chair shall appoint other members of the Committee as appropriate.
2. Shall keep members informed of all federal and state legislation developments relating to child nutrition programs and all evolving federal regulatory procedures.
3. Shall evaluate and interpret federal and state legislative programs.
4. Shall recommend needed federal and state regulations and appropriations consistent with program needs.
5. Shall serve as a clearing-house in all legislative matters.
6. Shall maintain liaison with the members of the Pennsylvania Congressional Delegation, the members of the Pennsylvania General Assembly, appropriate federal and state agencies, professional associations and organizations, and work with the legislative chairs of state affiliates.
7. Shall attend the School Nutrition Association Legislative Action Conference.
8. Shall perform other such duties as requested by the President.

Revised: October 21, 2015

BYLAWS AND POLICIES

1. The Past-President of the Association shall serve as the Chair of the Bylaws and Policies Committee.
2. Shall prepare amendments to the Bylaws of the School Nutrition Association of Pennsylvania, thus keeping the Bylaws of the School Nutrition Association of Pennsylvania current and in harmony with the Bylaws of the School Nutrition Association.
3. Shall maintain Rules of Procedure and submit to the Board of Directors all revisions for approval.
4. This Committee shall send suggested changes for local Chapter's Bylaws to the respective Regional Representatives for him/her to discuss the suggested changes with the local Chapter Board.
5. The Chair shall transfer information of activities in file form to the incoming Chair.
6. The Chair shall maintain a current copy of the Operating Procedures and Bylaws and forward a copy to the Association Executive Director for safekeeping and reference.



7. The Chair shall review the operating procedures annually to assure compliance with Bylaws and to update.

8. Shall perform other such duties as requested by the President.

SCHOLARSHIP AND AWARDS

1. The Committee shall consist of a Chair elected by the membership of the Association during the annual elections conducted for the officers of the Association. The Chair shall appoint other members of the Committee as appropriate.

2. Shall contact all Chapters requesting recommendations for recipients of annual scholarships and awards as appropriate.

3. The Chair shall provide a copy of the SNA and SNAPa scholarship applications to be reviewed by the Executive Committee. The Association Executive Director will publish them in the appropriate issue of the Association magazine and post on the SNAPa webpage.

4. The Chair shall use the SNA scholarship application and time line for the SNAPa Employee of the Year Award and the SNAPa Director of the Year Award. The applications for these two awards must meet the criteria set forth by SNA and understand that their applications will be forwarded to SNA for judging at the national level. A second nomination for Director of the Year is allowed, unless the previous nomination resulted in being named the National Outstanding Director of the Year.

5. The Chair shall assemble and examine each applicant's credentials to ascertain completion and verify membership with the Association Executive Director. He/she shall ensure that the applicants meet eligibility requirements as required for each individual scholarship or award application. Changes to the eligibility requirements must be presented to and changed by the Board of Directors.

6. Shall consider only applications received on or before the deadlines established each year by the Board of Directors.

7. The Chair shall coordinate with the Vice President a committee meeting in conjunction with the appropriate Regional Representatives Meeting to review award applications.

8. Names of recipients shall be announced to the Board of Directors.

9. All award winners shall receive a letter of congratulations from the Chair, award details and other applicable forms as required. Annual Conference registration, if applicable, plus room and meal package expenses will be taken care of by SNAPa for the award winners. All other expenses (mileage, meals to and from seminar site, etc.) are the responsibility of the award winners.

10. The Chair shall submit a list of Regional Award winners to the Conference Registration Chair and Association Executive Director ensuring accountability. Regional Award winners a will be



required to pre-pay all expenses and will need to submit a SNAPa Expense Voucher within 30 days of the event.

11. The Chair shall coordinate a meeting with the Regional Award winners to explain reimbursements procedures to ensure winners receive timely reimbursement.

12. The Chair shall coordinate with the Conference Chair (or Local Arrangements) and Association Executive Director Annual Conference registration, 1 complimentary, non-transferable single guest room, and up to (3) President's Dinner tickets for their guests for the following award winners:

- Director of the Year
- Manager of the Year
- Employee of the Year
- Nutrition Educator of the Year

13. The Chair shall coordinate with the Director from the school district with the E. J. Schindel Award winner to make arrangements to make the presentation at the school's award ceremony if appropriate within the current school year. The scholarship award recipient will receive a \$50.00 gift certificate and plaque from SNAPa.

14. The Chair shall provide the SNAPa Secretary/Treasurer with the name and address of the E.J. Schindel award recipient. Payments will be made directly to the college or university where the recipient has or will enroll. Confirmation of the recipient's enrollment must be verified.

15. The E.J. Schindel \$500.00 Scholarship is paid from SNAPa Scholarship Fund.

16. A letter recognizing the recipient's Award shall be sent to the District Superintendent of each award winner.

17. The Chair shall send a letter to all recipients of regional awards confirming their acceptance of the award and their attendance at the Annual Conference.

18. The Chair shall acknowledge Scholarship and Regional Awards recipients at the Annual Conference and provide the Annual Conference Program Book Chair with a list for publication in the program book.

19. The Chair shall provide the Association Executive Director with names and brief biographical sketches of the recipients of awards to be published in *SNAPa Happenings* and posted on the SNAPa webpage.

20. One (1) Regional Award shall be given in each region. If there are no applicants or no acceptable applications for a particular region, that Region's award may be presented to an applicant from another Region.

21. Except for extenuating circumstances, the awards are not transferable and must be used in the year presented. Exceptions will be at the discretion of the SNAPa Board of Directors.



22. Certificates shall be awarded to all Regional Award scholarship winners. Plaques or another appropriate form of recognition may be awarded to all “Of the Year” award winners.

23. Shall perform other such duties as requested by the President.

Revised: October 21, 2015

PUBLIC COMMUNICATIONS

1. The Committee shall consist of a Chair elected by the membership of the Association during the annual elections conducted for the officers of the Association. The Chair shall appoint other members of the Committee as appropriate.

2. Shall strive to create a positive image for the Association and for school nutrition programs.

3. Shall serve as the liaison between the Association and other allied groups in the state.

4. Shall be responsible for the SNAPa booth exhibit and shall appoint or request other Association members to assist with set-up, breakdown, and staffing of the booth at allied association exhibits.

5. Shall perform other duties as requested by the President.

Revised: October 21, 2015

BUSINESS & INDUSTRY PARTNERS

1. Shall consist of three (3) business and industry representatives.

2. One new member shall be appointed by the Vice-President each year and shall serve for three (3) years, and have equal representation from geographic areas of the state as well as from among brokers, manufacturers, and others from within the industry.

3. There shall be a Business and Industry Advisory Committee, chaired by the most senior member of the representatives serving on the SNAPa Board. This Committee shall consist of no less than five (5) and no more than ten (10) current SNAPa Business and Industry Partners and have equal representation from geographic areas of the state as well as from among brokers, manufacturers, and others from within the industry. The members shall be elected upon an annual vote of the current Business and Industry Partners from a slate of candidates prepared by the representatives serving on the SNAPa Board.

4. The chair of the Business & Industry Partners shall serve on the Annual Conference Committee and promote the Annual Conference and the sale of Exhibitors’ booths.

5. Shall help promote Business and Industry Partnerships in SNAPa.

6. Shall perform other duties as requested by the President



Revised: October 21, 2015

STRATEGIC PLANNING COMMITTEE

1. The intent of the Strategic Plan Committee is to develop a Plan of Action, which will address the most important needs of the Association during the indicated span of time.
2. The Strategic Plan Committee will develop the following
 - a. Priority Issues :
 - i. Issues that address the state and national Association
 - ii. Issues that affect child nutrition
 - b. Planned Strategy
 - i. The annual Strategic Plan shall be developed to address the priority issues
 - ii. The annual Strategic Plan shall be developed to further the goals of the Association
 - iii. The annual Strategic Plan shall be based on the Association's mission, vision and core values
3. The Chair of the Strategic Plan Committee will be the President-Elect of the Association. In the event that the President-Elect is unable to serve the chair will be the Vice President.
4. The committee shall consist of five (5) members of the Association to include the Chair, the Vice President, and three (3) other members as appointed by the President.
5. Evaluation of the Strategic Plan of Action shall be presented at the Annual Meeting to keep membership up to date on the Association's progress and successes.
6. The Strategic Plan shall address current and long range measureable goals and objectives over a period of three years and shall be evaluated and adopted annually by the Board of Directors.

Revised: October 21, 2015

FINANCE COMMITTEE

1. The current SNAPa Secretary/Treasurer shall chair a Finance Committee to be comprised of the at least two current members of the Board of Directors, one representative from among Business & Industry Partners, and may include one other member of the association, not currently serving on the Board.
2. It shall be the responsibility of this Committee to establish guidelines for methods of investment.

Revised: October 21, 2015



PERSONNEL COMMITTEE

1. The current SNAPa President shall chair an *ad hoc* Personnel Committee to be comprised of at least two current members of the Board of Directors and one representative from among Business & Industry Partners serving on the Board.
2. It shall be the responsibility of this Committee to review at least annually the performance of all employees/individuals contracted by SNAPa and present their report to the Board in a timely fashion.
3. It shall be the responsibility of this Committee to review comparable salaries and benefits for such employees or individuals contracted by SNAPa and make recommendations as appropriate to the Board.
4. The Executive Director of SNAPa shall be considered an employee of the Association. Other individuals or companies may be contracted with from time to time as necessary to complete specific or on-going projects of the association. These positions may include legal, marketing, temporary, contracted labor, auditing, web design and/or support, and secretarial support.

Revised: October 21, 2015

ASSOCIATION EXECUTIVE DIRECTOR

Basic Function:

The Executive Director of the School Nutrition Association of Pennsylvania (SNAPa) serves as the chief executive administrator, responsible to the Executive Board for the effective conduct of the affairs of the Association. He/she participates in the Board/s formulation of the Association's mission, goals and objectives and related policies and supports SNAPa committees as requested to assist with conferences or other SNAPa sponsored activities. The Executive Director acts as the liaison with the School Nutrition Association (SNA) on behalf of SNAPa as appropriate and works to improve and strengthen the organization in transforming it to the leading association for the Pennsylvania Child Nutrition Staff and Business and Industry Partners for information, networking and training.

The Executive Director shall be contracted for on behalf of the Association by the Board of Directors pursuant to such terms and conditions as established in the official position description. The term of contract coincides with the fiscal year of the Association. This position shall be a non-voting position on the board of directors.

Tasks crucial to every month's work:

- Updates member database and works closely with SNA to keep membership and certification data current and accurate
- Sends welcome to new members and members, etc. as needed
- Sends renewals to expiring Business and Industry Partners



- Maintains financial reports and records along with preparing monthly income and expense reports
- Maintains an 800 telephone line and SNAPa’s cell phone to answer members’ questions and requests
- Prepares deposits, codes expenditures/revenue to appropriate programs in Quick Books, complete monthly checking account reconciliation
- Prepares checks based on expenditures for Finance Committee approval.
- Maintains the website, posting important and relevant material to create a “go-to” place for our membership to research first for information. Assists in transforming the site into an interactive resource, blog and forum for all membership, incorporating member only areas and community/parent areas.

Tasks to be performed throughout the year:

- Prepares communications for information for the President as necessary.
- Prepares communications Executive Board Meetings.
- Attends all Executive Board Meetings and prepares compiled Executive Board reports.
- Maintain database records for members, committees and Business and Industry Partners.
- Assists any board member as approved by the President.
- Maintains records of official board policies, procedures and bylaws.
- Maintains SNAPa documents and records such as insurance policies, non-profit status, membership lists and directories, tax returns, financial reports for the IRS and legal documents.
- Utilizes accountant for audit and tax preparations as approved by the Finance Committee.
- Prepares profit/loss statements for conferences and workshops
- Maintains and archives historical records and documents as appropriate.
- Maintains communication with Financial Advisors as needed.

Meeting Requirements:

The Executive Director is responsible for advising the Executive Committee on contractual needs for meetings and events in compliance with standard operating procedures and is expected to attend the following:

- Board of Directors meetings and trainings.
- Annual Conference Committee meetings
- Budget planning meetings.
- Any other meetings as requested by the Board of Directors.
- Annual State Association Executive Meetings and the SNA National Leadership Conferences.

Association Management:

- Coordinates annual Directors Survey and Voting.



- Assists the Board of Directors and Executive Committee with the process of strategic planning for Association goals and objectives and succession planning for leadership.
- Assists the Board of Directors, Executive Committee and Committee chairs with development and implementation of annual program goals.
- In concert with the Executive Committee, plans Board meetings that coincide with goals and implement action items resulting from meetings.
- Delegates and reminds committee chairs of their roles.
- Serves as Insurance Liaison for the Association.
- Manages daily operations of SNAPa.
- Ensures the legal integrity of the Association by maintaining the charter and state requirements as evidenced by incorporation papers.
- Working with the President, maintains Association records in accordance with federal and state laws.
- Safeguards minutes of all Board of Directors meetings. Acts as custodian of all property belonging to the Association.
- Represents membership by establishing professional relationships with allied organizations and other groups who share common goals with the Association.
- Attends meetings, communicates activities, and collaborates on shared agendas with these organizations.
- Communicates activities to the Board of Directors.

Association Event Requirements

Annual Conference:

- Assists Annual Conference Chair as needed.
- Receives Annual Conference registrations, makes bank deposits, and sends reports to SNAPa Annual Conference Chair.
- Prepares name badges, ribbons, certification forms, and other registration material and make arrangements for Registration Chair to receive.
- Attends Annual Conference and be available to assist as needed with registrations.

Business and Industry Partners/Affiliates Responsibilities:

- Mails Business and Industry Partners membership registration packets (Materials for mailing developed by Membership Chair.)
- Receives membership payments, makes bank deposits and sends reports to the Treasurer and Membership and Annual Conference Committee Chairs.
- Assists Annual Conference Committee Chair with the assembly of registration packet partners received at the event.
- Prepares name badges
- Prepares list of sponsors for packets
- Prepares a list of names and addresses for all attending to go in packets
- Assists committee chairs with Sponsorship program for the event.

- Keeps a list of sponsors, amount of payment, and deposit of donations.
- Makes sure meeting rooms are set properly.
- Coordinates the exhibit space with the Exhibit Chair as needed.

Finance Responsibilities:

- Manages the finances of the Association at the direction of the Board of Directors.
- Assists the President and Secretary/Treasurer in preparing and monitoring the annual budget and long-range forecasts in conjunction with the Executive Committee.
- Recommends, manages, and executes investments and contracts of the Association, as they are established by the Board of Directors.
- Processes payments for allotted funds in accordance with procedure.
- Conducts accounting functions, including dues collection, conference billing and accounts receivable, reconciliation of all receivables and payables, and accurate and timely record keeping.
- Manages independent funding, including grants.
- Prepares budget reports for timely dissemination and audit reports.
- Monthly Income Statements
- Monthly Balance Sheet

Marketing Responsibilities:

- Develops marketing materials for Association projects.
- Develops public relations to promote and develop the Association.
- Coordinates the development of publications with outside vendors, under the direction of the Executive Committee, when necessary.

Technology Responsibilities:

- Coordinates the Association website maintenance and designs modifications to website.
- Maintains all computerized records.
- Establishes and maintains electronic mechanisms for effective communication to and among Association members.
- Maintains current and accurate membership data utilizing current business software.
- Keeps updated member and other relevant food service industry contact information in extractable format.
- Maintains website with current and relevant information

Association Magazine Responsibilities:

- Assigns articles to the Board of Directors, encouraging relevant articles for School Nutrition professionals, adding details and articles where and when appropriate. Assist in transforming the magazine into a more useful resource for members and vendors.

PENNSYLVANIA DIRECTOR OF THE BUREAU OF FOOD DISTRIBUTION

1. The Director of the Bureau of Government Donated Foods, or an alternate, shall represent that office at Board of Directors Meetings.
2. Shall report on all commodity activities and regulations pertinent to Child Nutrition programs.
3. Shall serve as a non-voting member.

MEMBERS OF THE SNAPa BOARD OF DIRECTORS “STATEMENT REGARDING CONFIDENTIALITY, COMPETITION AND DISCLOSURE”

I have been elected/appointed to serve as a full voting member of the Board of Directors of the School Nutrition Association of Pennsylvania (SNAPa) or I have been appointed to serve as a member of the SNAPa Board of Directors as a representative of Business & Industry Partners who are members of SNAPa.

I understand that my sources of income and financial interests and/or my business dealings with SNAPa may create a conflict of interest or apparent conflict of interest.

I understand that as a member of the Board of Directors of SNAPa, I cannot endorse a product(s) of one of our Business & Industry Partners, nor shall I appear in any advertisements or industry articles featuring an endorsement of any product, company, service or industry-contributed articles featuring endorsement of any product, company, service or industry during my term of office. I shall refrain from appearing in industry advertisements/promotions and never work in an exhibitor’s booth during any SNAPa meeting or event.

I agree that if I serve on an advisory board that may have publications, trade shows or other events that compete with SNAPa for advertisers, exhibitors or sponsors, I will not use my position on said board to influence a decision to the detriment of SNAPa.

I agree to disclose any significant source of income or other financial interest I or an immediate family member has which may be directly or indirectly affected by a decision of SNAPa and/or its Board of Directors, and/or any significant interest I or an immediate family member has in an organization which SNAPa is dealing or with which it is considering conducting business, either at the time of my election/appointment (or when this policy is implemented) or when that information is relevant to matters under consideration by the Board of Directors on which I serve.

I agree that if my income or other financial interest may be directly or indirectly affected by an action or decision of SNAPa or its Board of Directors, or my interest involves an organization with which SNAPa is dealing or considering dealing, I will not vote on the transaction under consideration and will excuse myself from the meeting which the matter is under consideration unless the remaining members of the Board of Directors request that I participate in the discussion.

I understand that it is my responsibility to update this information if there are changes in the sources of my income, my other financial interests, organizations with which SNAPa is considering business, and/or the impact of SNAPa's actions may have on these interests.

I further understand that the information I provide in this statement may be provided to other members of the Board of Directors of SNAPa.

I further understand that in the course of my duties on the Board of Directors, I will have access to confidential information about SNAPa's operations. I agree that during and after my service on the Board, I will not disclose any such information to any person or entity, other than the officers, agents and employees of SNAPa, except as SNAPa specifically authorizes or directs me in writing. I will observe any requirements or procedures that SNAPa may require for the protection of the confidentiality of such information. I understand that any questions as to what information is confidential will be referred to and resolved by the President of SNAPa.

_____ Signed and Dated by the Member of the Board

SNAPa'S CANCELLATION POLICY

Each individual is responsible for expenses paid by SNAPa for attendance at meetings, conferences and other events unless cancellation of their participation is received by the Association Executive Director and President of the SNAPa Board in writing fourteen (14) calendar days prior to the event. This policy applies to all members of SNAPa, including but not limited to members of the Board, Committees, advisory groups and individual members.

Any penalties due to cancellation, even within the fourteen (14) day window, will be the individual's responsibility.

Attendance at all sessions of all meetings, conferences and other events is mandatory when SNAPa funds are expended.

The SNAPa Board acknowledges that there may be extenuating circumstances that would not allow someone to provide the necessary notice of cancellation and these cases will be dealt with individually by the Board with all due consideration being extended.