The School Nutrition Association

of Pennsylvania

is seeking nominees for the

2022-2023

Board of Directors

Call for Board Leadership & Committee Chairs

2022-2023 Election!

* Are you interested in building your leadership skills?
* Are you looking to network with like-minded colleagues?
* Opportunities to both learn from and teach others.
* Direct involvement in decisions that impact the association.
* A broader professional network of members, the community, and leaders.
* New experiences that develop professional and personal skills.
* Social opportunities that often lead to lasting friendships.

## The School Nutrition Association of Pennsylvania 2022-2023 Annual Board of Directors

Call for Nominations

**2022-2023 Board Positions up for Election**

#### Vice President- Related Duties

* + Serves as the chair for Regional Representatives.
  + Schedules and plans the Training for Chapter Leadership (TLC).
  + Studies the duties of the President and other board positions.
  + Represents the association at the request of the President.
  + Performs presidential duties in the absence of President/President-Elect.
  + Succeeds the office of President-Elect.
  + Attends national conferences and other board related meetings.
* **Secretary/Treasurer**
  + Serves as the Chair for the Finance Committee
  + Maintains the minutes of all meetings and the records of all meetings
  + Approves all payments on behalf of School Nutrition Association of Pennsylvania along with the Finance Committee
  + Maintains budget controls; keep the President informed on financial matters
  + Submits a current Income Statement and Balance Sheet to the Board of Directors at each Board meeting as provided by the association’s contracted CPA services
  + Attends the SNA Annual Leadership Conference and may attend other national conferences at the discretion of the President
* **Manager- Employee Representative**
  + Serves as Board Liaison to the Member Service and Nominating Committee, Regional Representatives, Scholarship and Awards and Annual Conference committees.
  + Provides recommendations to the Vice President for appointments to committees and advisory boards.
  + Promotes Association membership, certification and credentialing.
  + Serves on the Scholarship and Awards Committee to select annual awards.
  + Provides ideas to the Annual Conference chair for sessions related to the School Nutrition.
* **Membership & Nominations Chairperson** 
  + Encourage and develop programs for promoting membership
  + Responsible for preparing a slate of nominees for the incoming SNAPA Board of Directors, advertise nominations via all communication tools
  + Review submitted nominations for eligibility requirements, ensuring the potential candidate qualifies for desired board position.
  + Recruit new members using SNA’s annual membership drive promotions. For example, Back to School and Spring promotions
  + Use SNA’s recruitment tools such as Star Club, Membership Videos and Membership Campaigns
* **Public Communication Chair**
  + Strive to create a positive image for the Association and for school nutrition

programs.

* Serve as the liaison between the Association and other allied groups in the state
* Responsible for the SNAPA booth exhibit and shall appoint or request other
* Association members to assist with set-up, breakdown, and staffing of booth at allied

association exhibits

* Review and suggest edits to the association newsletters and weekly updates in a

timely manner

* Provide and prepare communications through press releases, media outlets and such

varied communication vehicles to the public and existing members, that promote and

grow brand awareness of the School Nutrition Association

#### Regional Representatives- Regions 2 (Northeastern PS),4 (Lebanon Lancaster Area), 6 (Bedford/Somerset Area) and 8 (Erie Area)

* + Become acquainted with the duties of the Regional Representatives.
  + Represents the Board of Directors at local chapter meetings and shall present chapter challenges to the Board.
  + Assists in recruiting and retaining members.
  + Assists chapters with their responsibilities to the Association.
  + Attends Board of Director meetings.
  + Assists chapters with preparation of budget, educational pursuits and the

Association’s priority issues.

* + Encourages chapters to submit material for *SNAPA Happenings*.
  + Assists with updating the Chapter Handbook and other chapter information.

**Nomination Qualifications**

* + - Must be an active SNA member
    - Must have held membership in SNA/SNAPA for at least three (3) years immediately preceding the nomination.
    - Must have demonstrated association leadership by serving on the board of a chapter, on the SNAPA Board or a Committee.
    - Must have served in the SNAPA Board of Directors as a voting member for at least one full year within the past five (5) years. (Vice President nominees only)
    - Must be regularly employed in the field of school/child nutrition.
    - Complete the *Conflict of Interest* and *School District Approval* form

Please Note: All prospective candidates for a position on the SNAPA Board of Directors should look seriously at the time commitment expected of you as a member of the Board. You should be aware of the following meetings:

* The SNAPA Board meets in person, generally in July/August in conjunction with the SNAPA Annual Conference, which you should plan to attend.
* The SNAPA Board also meets in person in October and again in May.
* The Board has at least one other conference call meeting, usually in January, and there are others that may be scheduled throughout the year.
* Board members are expected to be an active participant on the Board, serving on Board committees and in other activities as appropriate.
* Officers of SNAPA are expected to attend national meetings as a representative of SNAPA, depending on the office you hold.

#### Nominations are due by March 1, 2022

Please complete the formal Nomination Form and return to:

[membership@snapa.org](mailto:membership@snapa.org) and [executivedirector@snapa.org](mailto:executivedirector@snapa.org)

PO Box 1421

Winchester, VA 22604

Please call 717-732-1100 for more information

2022 - 2023 BOARD OF DIRECTORS

Nominations Form

Please answer all the questions as completely as possible. Please attach additional sheets. Thank you for your interest in serving on the SNAPA Board of Directors!

#### NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOARD POSITION YOU ARE SEEKING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOME ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SNA MEMBERSHIP# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



On a separate sheet, typed please outline your following qualifications. **You may opt to submit your resume in lieu of a typed outline.**

* ***Work experience:*** Please list any applicable work experiences you have had. Include the name of the school(s) or company(s), you worked for, the School District and where it is located, your position and responsibilities and the dates (month and year) you have been employed in the school nutrition profession, and other professional positions.
* ***Your education:*** Please list colleges/universities attended; degree(s) received; course(s) of study. Certificates received for continuing education in your profession, etc.
* ***Accreditations:*** Please list accreditations within the field of school nutrition, awarded by organizations such as SNA and others.
* ***Professional Awards:*** Please list any awards won or specific achievements in the field of school nutrition.
* ***Volunteer Service:*** Please list any volunteer activities on behalf of the School Nutrition

Association AND/OR the School Nutrition Association of Pennsylvania. Include local chapter activities and offices, state activities and offices, and national activities and offices.

You may also include volunteer activities on behalf of non-SNA/SNAPA affiliated local, state or national school nutrition organizations as well as volunteer service not specifically related to school nutrition.

* ***Goals:*** If you are elected to the SNAPA Board of Directors, what are your goals for the position you are seeking … what would you hope to accomplish in your two-year term? **Please outline on a separate sheet.**



### SCHOOL DISTRICT APPROVAL

SNAPA requires that you obtain the approval of your School District/ Superintendent/Business Manager to serve on the SNAPA Board of Directors. The individual approving your candidacy acknowledges that a member of the SNAPA Board of Directors has a specific time commitment that includes on-site participation in a minimum of two, one-day/overnight meetings each year, attendance at the SNAPA Annual Conference for a period of at least five (5) days during the summer months, committee meetings, numerous daytime conference calls, e-mail activity, and other volunteer work during normal business hours that will generally be conducted outside the individual’s work school district.

##### Signature of School District Official

***Print Name of School District Official***

***Title of School District Official***

***Date***

By submitting this Questionnaire, you acknowledge that you have received a copy of SNAPA Bylaws and Policies and are prepared to support the policies of the School Nutrition Association of Pennsylvania.

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