



Delaware School  
Nutrition Association



# Delaware School Nutrition Association

## Duties of Officers

Revisions:

July 2013 – Clifton Toomey

July 2010 – Michelle Huffman

# Delaware School Nutrition Association – Duties of Officers

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## President

Serve as chief executive officer of the association and provide sound leadership.

### Responsibilities:

1. Serve as chief executive officer of the Delaware School Nutrition Association (DSNA), Chairperson of the DSNA Executive Board, and ex-officio of all committees for one year. Office will be held until installation of new officers.
2. Preside at all meetings of DSNA, prepare agendas, and observe parliamentary procedure.
3. Serve on the Executive Committee.
4. Prepare the yearly plan of action.
5. Work with the Treasurer on budget development.
6. Represent DSNA at the Annual National Conference and the Legislative Action Conference at the expense of DSNA.
7. Serve as a voting delegate at the Annual National Conference House of Delegates.
  - a. Vote as instructed by the Executive Board.
  - b. Prepare State report for the Annual National Conference Regional Breakfast.
8. Appoint chairpersons of standing committees and through the Executive Board establish Special Committees.
9. Ensure all Executive Board actions are completed.
10. Represent DSNA at State meetings, area workshops, and/or meetings of professional organizations as requested.
11. Serve as communication liaison between DSNA and SNA.
12. Recommend appointments to the Executive Board in the event an officer or committee chairperson resigns prior to the end of the term.
13. Responsible for the incentive drawings at Spring Conference. Members have the opportunity to enter their name at any DSNA function. Four (4) \$100 incentives will be awarded annually.
14. Maintain all records and materials pertaining to the business of DSNA and turn such records over to the President-Elect at the end of the term.
15. Submit required reports to SNA in a timely fashion.
16. Follow up on all correspondence received from SNA or others.
17. Approve materials sent out in the name of DSNA.
18. Through the contracted Webmaster, keep DSNA and SNA information up to date on the DSNA Website.
19. Establish yearly calendar of events including but not limited to dates, times, deadlines, etc.
20. Send agenda of Executive Board meetings to District Supervisors and Executive Board Members.

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### **President-Elect**

Ensure continuity in leadership of DSNA and provide a smooth transition into the office of President. (Must have served at least one term on the Executive Board to be nominated for this position) The President-Elect succeeds to the office of President.

#### **Responsibilities:**

1. For the period of one year this office provides time to become acquainted with the responsibilities/duties of President, board members, committee chairpersons, etc.
2. Prepare to assume the office of President at the annual Executive Board turnover meeting.
3. Serve as a voting member of the DSNA Executive Board and House of Delegates.
4. Perform the office of President in his/her absence.
5. Attend all DSNA Executive Committee and Executive Board meetings.
6. Assist the President with the yearly Plan of Action (if requested).
7. Prepare the agenda and preside over the DSNA House of Delegates meetings.
8. Plan all logistics for DSNA Fall House of Delegates meeting including but not limited to venue, dates, times, food, guest speaker, decorations, etc.
9. Collect and distribute resolutions (from Districts) as outlined in the Governing Rules of the DSNA. Send copies to the Executive Board and Delegates at least two weeks prior to House of Delegates meetings.
10. Responsible for collecting and compiling retiree information (from Districts) for recognition at the Fall House of Delegates. (This includes framed certificates with signatures of the DSNA President and State Director.
11. Represent DSNA at SNA's Annual National Conference and Leadership Conference at the expense of DSNA.
12. Arrange for DSNA Past President's Plaque and Past-President Pin to be presented at the Annual Turnover Meeting.
13. Maintain comprehensive files and turn such records over to the Vice President at the end of the term.
14. Fill empty seats in the Executive Board for your year of office as President. Forward the Executive Board Directory to SNA prior to Annual National Conference.

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## **Vice President**

Work with the President and President-Elect by promoting the DSNA Annual Plan and serve as liaison between members and the Executive Board. The Vice President succeeds to the office of President-Elect.

### **Responsibilities:**

1. Perform the duties of President Elect in his/her absence.
2. Serve as liaison between members and the Executive Board.
3. Promote the DSNA Annual Plan.
4. Promote DSNA membership and professional growth
5. Represent DSNA at SNA's Leadership Conference at the expense of DSNA.
6. Be responsible for DSNA ceremonial items. These items include the American Flag, DSNA letters, and thought for the day.
7. Serve as first alternate in at SNA's Annual National Conference in the absence of the President/President-Elect.

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### **Secretary**

Keep accurate records from each meeting including all actions and correspondence.

#### Responsibilities:

1. Records attendance and all minutes of Executive Board and House of Delegates meetings.
2. Maintain a master file of DSNA past history to be located in the Department of Education in the office of the State SNP Director.
3. Keep accurate records of expenses (i.e. – postage, printing, paper, etc.)
4. Send copies of all Executive Board meetings to all Executive Board Members and District Supervisors.
5. Attend all Executive Board meetings, House of Delegates meetings, and Spring Conference.

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## **Treasurer**

Supervise all financial transactions of DSNA.

### **Responsibilities:**

1. Treasurer shall be appointed or elected and shall serve a minimum of two (2) years. He/she shall be bonded by a recognized surety company consistent with funds handled, as determined by the Executive Board.
2. Supervise and monitor DSNA from a financial standpoint and make deposits in a timely manner.
3. Provide expense forms for Executive Board members.
4. Assist the President with budget development.
5. Write and sign checks and pay all bills and reimbursements with proper documentation.
6. Keep accurate records of all receipts and disbursements in the DSNA ledger.
7. Present and provide written copies of financial statements at Executive Board meetings, House of Delegates meetings, and Spring Conference. (Provide individual copies to President, President-Elect, and Secretary.
8. Ensure checkbook is audited annually and at the end of term of office by a former Supervisor or professional organization. Auditor will be determined by the Executive Board.
9. Maintains the bonding policy of DSNA.
10. In cooperation with the President, draft and submit the annual budget for approval by the Executive Board at the September Executive Board meeting.
11. Maintain DSNA credit card and make arrangements for Board travel and expenses.
12. Prepare and submit all necessary paperwork to the Internal Revenue Service.

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## **State Conference Chair**

Plan DSNA Spring Conference incorporating activities to interest the majority of the members.

### Responsibilities:

1. Obtain a site for DSNA Spring Conference. Sites must include adequate accessibility, facilities, seating, exhibit areas, parking, etc.
2. Seek interested individuals to serve on the DSNA Spring Conference Planning Committee.
3. Oversee DSNA Spring Conference plan and delegate duties to committee members and individual Districts.
4. Responsible for all aspects of DSNA Spring Conference including but not limited to arranging speakers, preparing agenda and program, arrange for refreshments and meals if necessary, etc.

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## **Certification Chair**

Keep DSNA members informed of certification procedures and provide updates as necessary.

### **Responsibilities:**

1. Create and distribute certificates of attendance for DSNA House of Delegates meetings and Spring Conference.
2. Keep DSNA membership informed of any changes or updates to the Certification process.
3. Maintain DSNA certification master file.
4. Prepare and present a report of current activities at all Executive Board and House of Delegates meetings.
5. Develop and send annual letters to local Superintendents to keep them aware of certification and promote recognition of certified members.
6. Ensure DSNA President has requested credits for educational workshops, etc.

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## **Continuing Education/Scholarship Chair**

Inform members of continuing education opportunities and district counselors of scholarship opportunities available.

### Responsibilities:

1. Prepare and distribute (via District Supervisors) the availability of scholarships, and deadline dates for their submission.
2. Encourage members to begin and/or continue climbing the education ladder for personal and professional development.
3. Compile and sort all applications.
4. Establish and Chair a committee to evaluate scholarship and award applications and select recipients according to published criteria.
5. Present recipients with scholarships at DSNA Spring Conference/House of Delegates.
6. Work with the DSNA President to enter Delaware winners in any applicable National Competitions.
7. Send letter of congratulations to all entrants.

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## **Membership Chair**

Encourage and promote membership in Delaware School Nutrition Association and School Nutrition Association.

### Responsibilities:

1. Plan and implement membership drives and incentives that will increase membership in DSNA and SNA. Membership drives are to be approved by the Executive Board.
2. Provide membership status updates at Executive Board meetings and House of Delegates meetings.
3. Present membership reports at all scheduled meetings
4. Provide information to non-members that illustrates the benefits of belonging to DSNA and the necessary materials needed to join.
5. Establish a numerical goal for new members at the beginning of each fiscal year.

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## **Nutrition Chair**

Promote nutrition education activities throughout the State.

### **Responsibilities**

1. Inform DSNA members of new information related to nutrition progress.
2. Provide nutrition information at various meetings including but not limited to Executive Board meetings, House of Delegates meetings, Spring Conference, Unit Classes, etc.
3. Provide nutrition education materials for the membership including writing articles for the DSNA website, information regarding upcoming webinars, etc.
4. Coordinates/sponsors the annual DSNA Nutrition Advisory Council art contest. Arrange for judging district entries and forward State winners to SNA for National submission.

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## **State Pension Chair**

Act in an advisory capacity to the State Board of Pension Trustees and recommend modifications to the State pension system as directed by the Executive Board.

### Responsibilities:

1. Attend all meetings of the Pension Advisory Committee and express DSNA concerns as directed by the Executive Board.
2. Inform the Executive Board about the major recommendations of the Pension Advisory Council.
3. Prepare reports (if applicable) for Executive Board meetings and House of Delegates meetings.

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## **Bylaws and Resolutions Chair**

Responsible for revision to the Administrative Handbook as required and update DSNA bylaws in accordance with State and National revisions. Present bylaws revisions and resolutions (if applicable) at Executive Board and House of Delegates meetings.

### Responsibilities:

1. Report necessary revisions to the DSNA constitution and bylaws to the Executive Board.
2. Keep DSNA membership informed of changes in the SNA constitution and bylaws.
3. Keep record of all amendments and resolutions accepted by the House of Delegates.
4. Prepare updated copies of the DSNA bylaws and make available to the membership.
5. Ensure DSNA bylaws are consistent with SNA bylaws.

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## **Past-President Liaison**

Serve in an advisory capacity to the Executive Board and DSNA membership.

### Responsibilities:

1. Serve on the Executive Board.
2. Assist members with information and promote DSNA.
3. Keep DSNA apprised and updated about Past Presidents.
4. Organize and plan annual Past Presidents luncheon in June.
5. Serve as chairperson of the Nominating Committee (if needed).

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## **Legislative Chair**

Monitor Federal and State legislation and react appropriately.

### **Responsibilities:**

1. Keep Executive Board and DSNA members apprised of legislative development at the State and National level.
2. Present reports at Executive Board and House of Delegates meetings.
3. Forward all legislative DSNA and SNA legislative updates to DSNA President for distribution to membership.
4. Develop an updated Legislative Directory of State and National legislators. Include SNA legislative “hot line” number (1-800-525-3806).
5. Initiate State legislation policy when needed.
6. Serve as a delegate to the SNA Legislative Action Committee.
7. Attend SNA Legislative Action Conference at the expense of DSNA.
8. Plan and schedule the “Day on the Hill” meetings with Delaware Senators and Congressman.
9. Maintain correspondence with State Legislators.
10. Work with and/or delegate responsibilities to the Legislative Co-Chair as necessary.

## **Legislative Co-Chair**

It is the duty of the Legislative Co-Chair to assist the Legislative Chair in any or all of the above mentioned responsibilities. Legislative Co-Chair will receive direction of delegated responsibilities and expectations from the Legislative Chair and/or the President.

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## **Supervisor at Large**

Serve as liaison between District Supervisors and Executive Board.

### **Responsibilities:**

1. Attend Executive Board and House of Delegates meetings.
2. Ensure District Supervisors are informed of DSNA activities.
3. Relay concerns of District Supervisors to the Executive Board.
4. Updates/prepares Supervisor Directory to include contact information.
5. Encourage Supervisors to be involved with DSNA and SNA activities and meetings.

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## **State Director**

Provide DSNA membership with updates regarding NSLP/SBP

### **Responsibilities:**

1. Provide update on USDA regulations, statewide initiatives, and overall program related materials at DSNA meetings.
2. Facilitate the nomination and subsequent award of the Outstanding Member and Outstanding Non-Member annual awards.
3. Provide support to DSNA for meeting enhancement (i.e. Provide funding for guest speakers or Annual Spring Conference).

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## **Foundation Chair**

Promote the School Nutrition Foundation.

### **Responsibilities:**

1. Seek innovative ways to raise monies for School Nutrition Foundation initiatives.
2. Periodically present overview of the School Nutrition Foundation and DSNA meetings.
3. Prepare annual report for DSNA Membership which illustrates the amount of money that was raised and to which School Nutrition Foundation the monies were presented.

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## **Area Representative**

There shall be one (1) Area Representative for each county who has served previously as Area Representative-Elect.

### **Responsibilities:**

1. Attend Executive Board and House of Delegates meetings.
2. Serve as liaison between schools in their county and the Executive Board regarding DSNA business.
3. Serves as a member of the Nominating Committee (when applicable).
4. Assist President-Elect in collecting data for retirees.
5. Responsible for working registration tables for House of Delegates and Spring Conference.
6. Distribute meeting notices and DSNA activities through District Supervisors.
7. Collect news and pictures from respective counties and forward to President for placement on DSNA website.

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## **Area Representative-Elect**

There shall be one (1) Area Representative-Elect for each county. This position is elected/appointed annually.

### **Responsibilities:**

1. Prepare to serve as Area Representative upon completion of term as Area Representative-Elect.
2. Assist Area Representative in the execution of duties assigned.
3. Attend Executive Board and House of Delegates meetings.

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