



NEW MEXICO
SCHOOL
NUTRITION
ASSOCIATION

Making the right food choices, together.

NEW MEXICO SCHOOL NUTRITION ASSOCIATION

July 2016

STANDING RULES/POLICIES/PROCEDURES

- Standing rules are rules or procedures that add further details to those rules stated in the Bylaws.
- Standing rules are rules related to details of administration of the Association.
- Standing rules may be adopted and amended by a majority vote of the members of the Executive Board.
- Standing rules shall be attached to the current Articles of Incorporation and Bylaws.

I. RULES GOVERNING MEMBERSHIP

- A) State and National Dues will be submitted to the National Association who will rebate State Dues to Executive Secretary.
- B) The *ROADRUNNER* shall be distributed to all members.

II. RULES GOVERNING MEETINGS

- A) State Conference – Notice, including date, place, and time shall be sent to each member through publication in the *ROADRUNNER*, via the Association website and in a separate mailing no less than forty-five (45) days prior to the conference. Members, industry personnel and others who have an interest in promoting food and nutrition programs shall be eligible to attend.
- B) Executive Board will attend regular board meetings and must notify president prior to board meeting when unable to attend. Any excused absents must be approved by the executive committee. All other absents will be considered non- excused. A non - excused absence from one board meeting will automatically be considered as resignation from the executive board. Executive Board should acknowledge all correspondence received via emails or calls within 24 hours from other board members or executive secretary. The NMSNA executive board is responsible for conducting business for all NMSNA members and must ensure the communication among executive board is responded to in a timely manner.

- C) Minutes from board meetings will be posted on the NMSNA website within 30 days after meeting occurs.
- D) Minutes from executive committee meetings will be emailed out to executive board within 7 days after meeting occurs.
- E) All expenditures not in NMSNA budget must be submitted to finance committee to determine where funds will come from.
- F) All executive board member must comply with NMSNA bylaws and standing rules.
- G) Executive Secretary should be included in all meetings relating to NMSNA business and should be cc by all board members on any business relating to NMSNA business.
- H) When possible the fall board meeting will be held in different parts of the state, the winter board meeting will be held in Santa Fe and the summer board meeting will be held wherever the state conference is held.

III. Duties of Officers

A. President

1. Becomes knowledgeable with Association Bylaws and Standing Rules to perform the functions of President;
2. Represents the Association in policy matters and is the chief spokesperson and representative;
3. Serves as Chair of the Executive Board and Executive Committee;
4. Presides at meetings;
5. Serves as an ex-officio member of all committees, except the Nominating Committee;
6. Prepares the agenda for the Executive Board and Executive Committee meetings in concert with Executive Secretary;
7. Appoints, with the approval of the Executive Board, consultants to committees where needed;
8. Appoints and may remove, with the approval of the Executive Board, members of committees or chairs of committees;
9. Initiates response to action taken by the Executive Board;
10. Establishes time schedules for meetings;
11. Initiates and directs the implementation of the Plan of Action and presents the National Association's programs of work at the Association Executive Board fall meeting;
12. Coordinates activities of the Executive Board with the Executive Secretary;
13. Submits annual reports of the Association's activities to the National Association's President and/or Western Regional Director as required;
16. Attends the national Legislative Action Conference and School Nutrition Industry Conference.
17. Attends Annual National Conference and represents New Mexico at the National Delegate Assembly
18. Coordinates with the President Elect, Education Chair and Executive Secretary all activities of the Annual State Conference;

19. Coordinates with Executive Secretary to create an annual calendar of special events for promoting activities;
 20. Sees that all orders and resolutions of the Executive Board are carried into effect;
 21. Oversees supervision of Association employees and initiates annual evaluations for the Executive Secretary, Processor and ROADRUNNER Editor.
 22. Requests and obtains approval from the Executive Board, either at the Executive Board meeting or via email, for any travel expenses to be incurred by Association members traveling on behalf of the Association at the President's request. The President must obtain a majority vote from the Executive Board and report the tally back to the Executive Board prior to the trip in question. Any travel provided for in the bylaws is exempt from this process.
- B. President Elect
1. Becomes knowledgeable with Association Bylaws and Standing Rules;
 2. Studies the duties and responsibilities of the President, other members of the Executive Board, committees, and state chapters;
 3. Represents the Association at the request of the President;
 4. Performs the duties of the President in the President's absence;
 5. Chairs the State Conference Committee;
 6. Assigns education chair to oversee and plan education classes for the Association's Annual Conference;
 7. Attends the National Leadership Conference;
 8. Attends the Association National Conference and represents New Mexico at the National Delegate Assembly
 9. Attends the National Legislative Action Conference;
 10. Attends School Nutrition Industry Conference; and
 11. Succeeds to the office of the President at the end of the annual State Conference following election or in the event of the President's death, resignation or removal from office.
- C. Vice President
1. Chairs Membership Committee and assumes all duties regularly assigned;
 2. Assists in organizing new chapters;
 3. Coordinates the regional chairs as needed to increase membership and present annual goals for the State;
 4. Attends National Leadership Conference, National Legislative Action Conference and the Annual National Conference and represents New Mexico as an alternate at the National Delegate Assembly. Attends the School Nutrition Industry Conference;
 5. Coordinates all activities of standing committees;
 6. Participates as a member of the Conference Committee;

7. Performs those duties assigned by the President and becomes acquainted with the duties of the President Elect and President;
8. Performs the duties of the President Elect in the President Elect's absence; and
9. Performs other duties as assigned.

D. Secretary

1. Accurately records all minutes of the Executive Board and Executive Committee;
2. Records, compiles and duplicates the minutes of the meeting and e-mails to Executive Board members within thirty (30) days after the meeting;
3. Attends all Executive Board meetings;
4. Submits all material of the Secretary's Office to the successor at the end of the term. Records shall be submitted to the Executive Secretary as permanent records;
5. Maintains the attendance list by recording attendance at all Executive Board meetings; and
6. Performs other duties as prescribed by the President.

E. Treasurer

1. Supervises and monitors Association funds, investments and securities;
2. Submits a financial report at all Executive Board meetings and at Annual State Conference;
3. Drafts a proposed annual budget in cooperation with the President Elect, and Executive Secretary;
4. Submits a tentative budget to the Executive Board, for adoption, at the pre-conference Executive Board meeting and submits final budget recommendation for approval at the fall Executive Board meeting;
5. Notifies officers and the chairs of each committee and advisory board of budgeted funds;
6. Reports expenditures against budget;
7. Keeps a full and accurate account of all receipts and disbursements in books belonging to the Association;
8. All financial records shall be maintained by the Treasurer and turned over to the Executive Secretary at the end of his/her term to be kept on file for seven (7) years;
9. Pays all the bills and invoices of the Association per budget allocation with the signatures of the Treasurer and/or President and/or Executive Secretary on checks;
10. With Executive Board approval, the Association treasurer establishes and oversees the following checking accounts: exhibits, conference, membership, main account, and New Mexico Food Distribution Advisory account;
11. Records all monies received from dues and other activities;
12. Reconciles all bank statements;

13. Pays the expenses of the Executive Board to called meetings from Association funds;
14. Attends called meetings of the Association's Executive Board and Executive Committee;
15. Presents an audited account at the Spring Executive Board meeting;
16. Administer, with the Executive Secretary, insurance policies for Executive Board's liability and bonding;
17. Ensure federal, state and city required tax forms are filed in conjunction with the Executive Secretary; and
18. Determines estimated budget for annual conference based on previous year revenue.

IV. GENERAL RULES GOVERNING STANDING COMMITTEES.

Standing Committees: Legislative, Nominating/Foundation, Resolutions/By-Laws, Finance, Education, Marketing, Nutrition and Regional Chairs. Membership service committee. All standing committee chairs will be appointed by the President except for the Nominating/Foundation Chair, Finance Chair & Industry Chair.

- A) Standing committee members shall not serve as chair on more than one standing Committee at the same time with the exception of the Nominating Committee. The President shall appoint chairs to serve for two years. An individual may serve as chair no more than four consecutive years on any standing committee without the express approval of the Executive Board. The only exception is the Legislative Chair who can serve for six years.
- B) No more than one-third (1/3) of the members of the committee shall be appointed in any one year except to fill vacancies as provided. The President, with the approval of the Executive Board, shall appoint a replacement to fill the unexpired term.
- C) Members of a Standing committee shall have expertise or interest in the subject area of the committee on which they serve.
- D) The President may recommend to the Executive Board the removal of a Standing committee chair or member as deemed necessary. A new committee member or chair shall be appointed to fill a vacancy for betterment of the Association.
- E) Standing committees shall meet when necessary via conference call or meeting.
- F) Standing committee chairs will submit an article for each publication of the Roadrunner.
- G) Standing committee chairs will have one vote per committee on the Executive Board.

V. RULES GOVERNING COMMITTEES

At the discretion of the president, co-chairs can be appointed to a committee if deemed necessary. A co-chair will have the same responsibilities and rights as the chair. (Example if out of state travel is required for the co-chair), expenses NMSNA will pay for those travel. When a vote is required by the executive board, only one co-chair will have voting rights. The co-chairs will determine which one of them will vote.

- A. NOMINATING/FOUNDATION COMMITTEE (Consists of Chair and 5 Regional Chairs)
- 1) Chair is an SNA member in good standing and is SNA certified.
 - 2) The Chair shall be the Immediate Past President or other designee.
 - 3) Seeks potential candidates from the membership to run for office positions.
 - 4) Selects two candidates when possible for each office to be filled on the ballot in accordance with the Bylaws.
 - 5) Verifies eligibility of candidates. Nomination eligibility criteria must be stated to the general membership prior to the nomination.
 - 6) This committee shall be responsible for a) preparing the ballots, b) setting up and manning the voting location, c) counting the ballots manually or by electronic tally. After the election, the results shall be forwarded to the President by the Chair. The President shall inform the candidates immediately following the tabulation. The President will announce the results to the membership.
 - 7) Candidates running unopposed automatically win by acclamation.
 - 8) The Nominating Chair shall serve for a one year term.
- B) LEGISLATIVE COMMITTEE (Consists of Chair and 3 Association Members)
- 1) Chair is an SNA member in good standing and is SNA certified.
 - 2) Evaluates, interprets, recommends and responds to State/Federal legislation and regulations.
 - 3) Informs the membership of current legislation.
 - 4) Develops legislative policy and positions for approval of the Executive Board.
 - 5) Plans & coordinates with the Executive Secretary congressional visits during LAC.
 - 6) Plans NMSNA Legislative Day in Santa Fe.
 - 7) The Chair shall serve for a two year term with the option for renewal 2 more consecutive terms.
 - 8) The expenses of the Legislative Chair will be paid to attend the National Legislative Action Conference in Washington, DC. If there is a legislative co-chair that person's expenses to the National Legislative Action Conference will be paid by NMSNA.
 - 9) The Legislative Chair will select their legislative committee July 15th and notify president of their selection.
 - 10) Must notify president of all meeting times and locations.
 - 11) Submits articles for the Roadrunner publication.
- C) NUTRITION COMMITTEE (Consist of Chair and 2 Association Members)
- 1) Chair is an SNA member in good standing and is SNA certified.
 - 2) Promotes interest in and assists with the development and implementation of nutrition education.
 - 3) Informs and makes available to members summaries of developments relating to nutrition aspects of school food service programs.
 - 4) Evaluates and interprets nutrition trends and developments.
 - 5) Distributes menus and marketing strategies for National School Lunch Week and National School Breakfast Week.
 - 6) Develops partnerships with allied associates.
 - 7) The Nutrition Chair shall serve for a two year term.
 - 8) The Nutrition Chair will select their committee members by July 15th and notify president of their selection.
 - 9) Must notify president of all meeting times and locations.

- 10) Submit articles for the Roadrunner publication.
- 11) Serves on the NMSNA conference committee.

D) RESOLUTIONS AND BYLAWS COMMITTEE (Consists of Chair and 2 Association Members.)

- 1) Chair an SNA member in good standing and is SNA certified.
- 2) Committee reviews and amends standing rules for executive board approval.
- 3) Reviews all resolutions and format for consistency with the Bylaws and standing rules.
- 4) Reviews Bylaw amendments proposed for membership consideration.
- 5) Recommends Bylaw amendments to the membership after approval by the executive board.
- 6) Reviews the Bylaws annually to ensure consistency with current philosophy and the National Association's Bylaws.
- 7) Assists chapter affiliates in developing resolutions and Bylaw Amendments.
- 8) Chair acts as Parliamentarian for Executive Board meetings.
- 9) The Resolutions & By-law Chair shall serve for a two year term.
- 10) The Resolutions & By-law Chair will select their committee members by July 15th and notify president of their selections.
- 11) Submits articles for the Roadrunner publication.
- 12) Must notify president of all meeting times and locations.

E) FINANCE COMMITTEE (Consists of Treasurer, President & Executive Secretary.)

- 1) Chair is an SNA member in good standing and is SNA certified.
- 2) Treasurer will serve as chair of the Finance Committee.
- 3) Requests for monies and an explanation of the proposed use of such funds for all officers, Example Regional Chairs and Association employees and Standing committee chairs.
- 4) Chair drafts a budget with the President Elect & Executive Secretary for the following fiscal year, which the chair shall submit to the Executive Board at fall board meeting for approval.
- 5) The Chair will provide all documents necessary for an audit of not less than three (3) years. A CPA firm will conduct an annual audit.
- 6) Submits audit reports to the Executive Board for approval and shall report to the membership at the annual state conference.
- 7) The Finance Chair shall serve for a two year term
- 8) Must notify president of all meeting times and locations

F) EDUCATION COMMITTEE (Consists of Chair and 2 Association Members)

- 1) Chair is an SNA member in good standing and is SNA certified.
- 2) Promotes interest in and assists with the development and implementation of nutrition education.

- 3) Informs and makes available to members an annual summary of developments relating to nutrition aspects of school food service programs.
 - 4) Evaluates and interprets nutrition trends and developments then must be submitted to the Marketing Chair for insertion in the Roadrunner.
 - 5) Develops partnerships with allied associates e.g. Farm to Table, PTA, NM Dietitian Association, NM Superintendents Association, School Nurses Association.
 - 6) The Nutrition Chair shall serve for a two year term.
 - 7) The Nutrition Chair will select their committee members by July 15th and notify president of their selections.
 - 8) Chair must submit all pertinent information updates to the Marketing Chair.
 - 9) Submits articles for the Roadrunner publication.
 - 10) Chair of Nutrition Committee serves on the NMSNA Conference Committee.
 - 11) Must notify president of all meeting times and locations
- G) **MARKETING COMMITTEE** (Consists of Chair, Executive Secretary and 1 Association Member)
- 1) Chair an SNA member in good standing.
 - 2) Serves on the Member Services Committee.
 - 3) Serves for a two year term.
 - 4) Creates public releases statements as directed and approved by the Executive Board.
 - 5) Updates and maintains website.
 - 6) In charge of NMSNA publication the Roadrunner. Complies, edits and post to NMSNA website. Mails to NMSNA members requesting a copy by mail.
 - 7) Promotes on-line tool kits.
 - 8) Promotes all SNA national marketing campaigns.
 - 9) Chair will serve on the Conference Planning Committee.
 - 10) Marketing Chair will select their committee members July 15th and notify president of their selections.
 - 11) Must notify president of all meeting times and locations
- H) **INDUSTRY COMMITTEE** (Consists of Chair and 2 Industry Members)
- 1) Chair is an SNA member in good standing.
 - 2) Chair is selected by NMSNA Industry Members.
 - 3) Chair must report to President names of committee members by July 15th and notify president of their selections. Committee members should be selected from all aspects of industry.
 - 4) Chair to serve on Conference Planning Committee.
 - 5) Reports to Executive Board on market conditions and industry trends.
 - 6) Works with the Executive Secretary to assist with sponsorships at national meetings.
 - 7) Works with the Executive Secretary to assist with sponsorships for State conference.
 - 8) Assists at Regional Trainings.
 - 9) Submits articles for the Roadrunner Publication.

- 10) Industry Chair serves a one year term.
- 11) Notify president of meeting times and location.

I) MEMBER SERVICES COMMITTEE (Consists of Vice President, Processor and Region Chairs.

- 1) Chair is an SNA member in good standing and must be SNA certified.
- 2) Vice President shall serve as Chair of the Member services committee.
- 3) Will conduct membership drives as directed by the National Association.
- 4) The Member services Chair shall serve for a one year term.
- 5) Promotes and is responsible for all NMSNA and SNA awards.
- 6) Submits articles for the Roadrunner publication.
- 7) Notifys president of all meeting times and locations.

J) SPECIAL COMMITTEES

- 1) Special committees may be appointed by the President as needed.
- 2) The committees are to serve for a specified period of time or until the Executive Board terminates the committee.
- 3) Special Committees shall not have voting privileges on the Executive Board.

K) STATE CONFERENCE COMMITTEE (Consists of President, President Elect, Vice President, Executive Secretary, Treasurer, Education Chair, Marketing Chair, Nutrition Chair and Industry Chair. Additional Association members may be asked to serve on this committee to do a specific tasks as deemed necessary by the Conference Chair. President Elect acts as the Conference Chair and Education Chair serves as Conference Education Chair.

- 1) Chair coordinates work of all sub committees.
- 2) Chair Reviews progress of all sub committees
- 3) President Elect will receive an estimated budget from Association Treasurer for conference expenditures.
- 4) Chair works with executive secretary to select site of Conference based upon availability and proposals submitted by venues and establishes date and time of Conference in collaboration with the Executive Board.
- 5) Executive Secretary negotiates contracts with hotel, convention center, and other venues that may be involved in conference.
- 6) Establishes Conference fee with approval of the Executive Board.
- 7) Chair Should attend all sub-committee meetings.
- 8) Notifys members of state conference via Roadrunner and NMSNA website by March 1st.

L) REGIONAL CHAIRPERSONS

- 1) All regionals must be SNA members in good standing and SNA certified.
- 2) The state shall be divided into 5 regions, with a chair for each region.
- 3) All regional materials shall be passed on to the succeeding chair.

- 4) Regional Chairs shall serve on the Nominating Committee.
- 5) Regional Chairs shall serve for a two year term.
- 6) The NMSNA Regional Chairs work with the Education Chair.
Their main areas of responsibility include:
 - a) **Communication** - serves as a communication liaison between the school districts and chapters in their regions and the Executive Board. Provide Executive Secretary flyers about their regional trainings to send out to membership. They also provide articles related to their region's activities for the *ROADRUNNER*.
 - b) **Membership** – actively recruits new members and chapters in their regions. They work with local chapters and assist with membership drives.
 - c) **Visit Chapters** – attends local chapter meetings and assists chapters as needed.
 - d) **Arrange Regional Workshops** – organize and facilitate workshops in their region in order to help members obtain and/or maintain certificate or meet professional standards. A budget will be provided by executive board for each region to help defray workshop expenses based on NMSNA budget.
- 7) The **Association Regions** are as follows:

SEE MAP FOR DETAILS (map in back)

- # 1 - - Albuquerque, Moriarty, Vaughn, Estancia, Rio Rancho, Los Lunas, Belen, Mountainair, Bernalillo, Jemez Valley.
- # 2 - - Farmington, Aztec, Dulce, Central, Bloomfield, Jemez Mountain, Grants, Gallup, Cuba, Zuni, Laguna.
- # 3 - - Chama Valley, Questa, Cimarron, Raton, Des Moines, Mesa Vista, Taos, Espanola, Penasco, Maxwell, Clayton, Logan, Mosquero, Las Vegas City, Pojaoque, Los Alamos, Santa Fe, Pecos, Las Vegas West, Mora, Wagon Mound, Springer, Roy
- # 4 - - Santa Rosa, Tucumcari, San Jon, Grady, House, Melrose, Floyd, Elida, Fort Sumner, Clovis, Texico, Portales, Dora, Tatum, Lovington, Hobbs, Eunice, Jal, Carlsbad, Artesia, Lake Arthur, Hagerman, Roswell, Dexter, Corona, Hondo Valley, Ruidoso.
- # 5 - - Reserve, Silver City, Lordsburg, Animas, Deming, Gadsden, Cobre, Hatch Valley, Las Cruces, Truth or Consequences, Carrizozo, Capitan, Tularosa, Cloudcroft, Alamogordo, Socorro, Quemado, Magdalena.

M) RESERVE FUND

- 1) A reserve fund will be maintained with annual contributions of \$500.00 minimum, based on the financial status of the Association.

N) SCHOLARSHIP FUND

- 1) Scholarship(s) may be established based upon the Executive Board's approval, established criteria and funds available.

O) TRAVEL AND EDUCATION EXPENSES

- 1) (Out of State) Travel Expenses will be paid as defined below for travel defined in job duties, as funds permit:
 - a) Registration fee, lodging, airfare, shuttles will be arranged by executive secretary and paid with the NMSNA credit card. Members traveling on behalf of NMSNA cancelling travel plans will have to pay for any airfare not refunded.
 - b) Lodging - lodging expenses will be paid at a rate of one, regular, double room per two people. If an individual decides to stay in a room alone, the individual will be expected to pay the second half of the room cost.
 - c) \$50.00 per day per diem for meals, taxis and tips.
 - d) Executive Committee, Executive Secretary, Processor and *ROADRUNNER* Editor will have their registration fee waived for State Conference.
 - e) Registration may be waived by president for Association members who present continuing education classes at State Conference.
 - f) Anyone invited to attend Georgetown University must have expenses to attend Georgetown University approved by executive board.

2) APPROVED EXPENSES THAT WILL BE PAID: (IN STATE)

- 3) For regularly scheduled in-state Executive Board meetings – expenses as designated below will be paid for all Executive Board Members and paid staff. State agencies and Industry Executive Board members will not receive mileage or lodging expenses to attend these meetings. Any exceptions will be determined by the Executive Board.
 - a) Transportation - The current mileage rate is .45 cents per mile.
 - b) Lodging - lodging expenses will be paid at a rate of one, regular, double room per two people. If an individual decides to stay in a room alone, the individual will be expected to pay the second half of the room cost.
 - c) If the scheduled starting or ending time for the meeting requires an individual to leave home prior to 6:00 am or to arrive home past 9:00 pm, the Association will pay for an extra night's lodging (regular room rates, 2 per room).
 - d) The reimbursement is dependent on the individuals attending the entire scheduled meeting except in situations that are not in the control of the individual.
 - e) For attendance at the Executive Board meeting during the annual State Conference, the Association will not pay lodging or mileage for board members. Meals will be provide during board meeting.
 - f) Meals – reimbursement will be provided for meals that fall within the time required to travel in state to and from meetings and while attending in-state meetings.

Reimbursement will be limited to:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

- g) Receipts for meals, not provided for by the Association, must be presented to the Treasurer for reimbursement.
- h) Request for all reimbursements must be submitted with receipts on an Association Expense Voucher within 30 days of travel or purchase.
- i) Officers, executive secretary and processor will have their fee to state conference waived.

P) **SPEAKERS**

Association members arranging for speakers for any Association function or meeting or state conference should email speaker info to executive secretary. Executive secretary will negotiate fee and get board approval before signing contract with speaker. If approved the executive secretary will draw up contract for signature by speaker.

- 1) Active members will not be paid to serve as speakers. If a meal, lodging or parking expenses are incurred related to the day of the speaking engagement and there is not an employer or chapter to pay for these expenses, the Association will pay for those expenses incurred.
- 2) Honorariums may be paid to speakers for day of service who are not members of Association with approval of the Executive Board.
- 3) A small appreciation gift, not to exceed \$25, may be given to each speaker who has not been compensated.

Q) **AWARDS**

1) **THE DIRECTOR OF THE YEAR AWARD**

A commemorative plaque will be presented to an Association director whose work and/or creative effort on behalf of the Association has demonstrated outstanding leadership qualities and characteristic

2) **THE MANAGER OF YEAR AWARD**

A commemorative plaque will be presented to an Association manager whose work and/or creative effort on behalf of the Association has demonstrated outstanding leadership qualities and characteristic

3) **THE EMPLOYEE OF YEAR AWARD.**

A commemorative plaque will be presented to an Association employee whose work and/or creative effort on behalf of the Association has demonstrated outstanding leadership qualities and characteristic

4) THE FRIENDSHIP AWARD

A commemorative plaque will be presented to a "Friend of School Food Service" who has promoted child nutrition programs, helped the Association, created programs or just gone out of their way to make sure that school food service programs continue so children are well fed and nourished to have a healthy start on life. This award can be presented to non-members, i.e., food purveyors, superintendents, custodians, senators, representatives, teachers, etc.

5) THE ANNUAL CONFERENCE RECIPIENT AWARD

A drawing of all registered state conference attendees shall be held at the last General Session. The winner must be present to win. The winner's registration for the next year's State Conference will be waived.

Special recognition certificates can be presented to people for their involvement and support of the association and its goals. Certificates to schools with 100% NMSNA membership

Special awards will be presented as requested by the President and approved by Executive Board.

**NEW MEXICO SCHOOL NUTRITION ASSOCIATION
JOB DESCRIPTION**

Executive Secretary

Contract Position

Job Description:

Under the supervision of the Executive Board, the Executive Secretary will support the activities of the Association Executive Board and the members of the Association.

I) JOB SKILLS - REQUIREMENTS

1. Computer literate in word, excel, webpage development and Microsoft outlook.
2. Member in good standing with SNA
3. Certificate with SNA.

II) RESPONSIBILITIES

Bookkeeping

- 1) Maintains active incorporation status of Association in conjunction with Treasurer.
- 1) Maintains active tax account handled by Association accounting firm.
- 3) Submits monthly expense reports to the Treasurer for permanent records.
- 4) Maintains one of the Association's credit cards and all records associated with charges to that card.
- 5) Reconciles monthly credit card and exhibit account statements.
Receive and deposits money for exhibits, regional trainings, membership rebates and commodity processing show.

Budget

- 1) Drafts a proposed annual budget in cooperation with the President Elect, and treasurer.

Tax

- 1) Administers with the Treasurer, insurance policies for the Association Executive Board liability and bonding.
- 2) Ensures with treasurer federal, state and city required tax forms are filed in conjunction with the Treasurer and accounting firm.

Audit

Submits financial information for audit as requested.

Membership

- 1) Oversees in conjunction with the Marketing Chair the website for the Association.
- 2) Write articles in *ROADRUNNER* informing members of Association news and happenings.

Conference

- 1) Attends State Conference.
- 2) Negotiates all contracts for NMSNA Conference and all speakers contracting with NNSNA.

- 3) Assists Conference Education Chair in locating Conference speakers.
- 4) Organizes and coordinates exhibits at annual State Conference. Includes booth rentals, booth assignments, layouts, collecting booth fees from exhibitors and special events held at exhibits. Reports all exhibit income and expenditures to the Executive Board.
- 5) Assist Conference Committee Chair with audio/visual needs for Conference.
- 6) Assist Conference Committee Chair & Education Chair in ordering meals and reserving facilities for conference such as convention center, etc.
- 7) Makes reservations as needed (i.e. Speakers, Association representatives' hotel arrangements, etc.)
- 8) Assist Conference Committee Chair and Education Chair and Marketing Chair in creating program brochure for conference.
- 9) Processes and verifies all credit card transactions for annual State Conference.
- 10) Collects any un-collectables from Conference exhibitors or Association members who paid for conference with a credit card.
- 11) Suggests revenue generating ideas to Executive Board.
- 12) Maintains official files of Association meetings and financial records for 5 fiscal years.
- 13) Keeps updated position descriptions on all Executive Board positions.
- 14) Assist State Legislative Chair in making appointments for National Legislative Action Conference and LAC and NMSNA Day in Santa Fe.

National Conference and Meetings

- 1) Attends SNIC, ANC and Leadership Conference as Association Executive Secretary.
- 2) Attends National Conference for State Association Executives.
- 3) Attends LAC when NMSNA funds permit.

Executive Board & Executive Committee Meetings

- 1) Attends all Executive Board and Executive Committee meetings as support personnel and provides information when requested by the President.
- 2) Coordinates logistics of Executive Committee and Executive Board meetings with notices sent out to Executive Board members and Food Service Directors no later than 30 days prior.
- 3) Assists President with agenda for Executive Board and Executive Committee Meetings.
- 4) Maintains a calendar of Association events, meetings and Regional trainings for the year.

Travel Arrangements

Makes registration, lodging and flight arrangements for out of state travel for NMSNA officers and members traveling on behalf of NMSNA. Arranges for all lodging and meals for NMSNA Executive Board Meetings.

Other

Performs other tasks related to the Association as deemed necessary for the continuity of the association.

At Will Employment

Contract is valid from Oct 1 – Sept 30. Contract may be terminated by either party with a thirty (30) day written notice.

Evaluation

- 1) Will meet with Executive Board annually to establish goals for the following year. This will be done during annual performance evaluation.
- 2) Performance evaluation will occur annually with the Executive Board prior to Oct 1.
- 3) Evaluation results will be shared with the Executive Board via email from the president.

Salary

Amount to be determined annually by the Executive Board at the board meeting prior to the state conference.

**NEW MEXICO SCHOOL NUTRITION ASSOCIATION
JOB DESCRIPTION**

Processor

Contract Position

Job Description:

Under the supervision of the Executive Board, the Processor shall process, maintain and record all data pertaining to the Certificate-Membership process for members of the New Mexico School Nutrition Association.

JOB SKILLS REQUIREMENTS

1. Computer literate in word, excel and Microsoft outlook.
2. Member in good standing with SNA
3. Certificate with SNA.

JOB DUTIES/RESPONSIBILITIES

1. Acts as liaison between the Association members and SNA.
2. Serves on the Member services Committee
3. Works closely with the Vice President and Executive Secretary and provides membership information as needed.
4. Provides membership list at least twice a year to district directors.
5. Will serve as the conference registration chair and form a committee to be in charge of registration desk at conference.
6. Provides President Elect and Education Chair conference registration summary on request.
7. Collects any unpaid conference registration fees from Conference attendees except for credit card transactions.
8. Mails invoices to all unpaid conference registrants immediately following the conference to ensure payment is made before end of fiscal year June 30th.
9. Is available to the membership at large for the duration of the state conference.
10. If chair of a committee will have voting rights as long as they are chair of that committee.

Other

Performs other tasks related to the Association as deemed necessary for the continuity of the association.

At Will Employment

Contract is valid from Oct 1- Sept 30. Contract may be terminated by either party with a thirty (30) day written notice.

Evaluation

- 1) Will meet with Executive Board annually to establish goals for the following year. This will be done during annual performance evaluation.
- 2) Performance evaluation will occur annually with the Executive Board prior to Oct 1.
- 3) Evaluation results will be shared with the Executive Board via email from the president.

Salary

Amount to be determined annually by the Executive Board at the board meeting prior to the state conference.

**NEW MEXICO SCHOOL NUTRITION ASSOCIATION
JOB DESCRIPTION**

ROADRUNNER EDITOR

Contract Position

Job Description:

Under the supervision of the Executive Board, the Editor of the *ROADRUNNER* shall prepare and compile information for the Roadrunner for all members of the New Mexico School Nutrition Association. Editor will post Roadrunner to NMSNA website and mail to members who request a hard copy. The editor will also compile, prepare, and have all information printed for the annual state conference program.

JOB SKILLS – REQUIREMENTS /DUTIES/RESPONSIBILITIES

1. Computer literate in word, excel, Microsoft Outlook and experience with some type of Publisher Program.
2. Member in good standing with SNA.
3. Publishes the *ROADRUNNER* a minimum of 3 times per year on the publication dates set by the Executive Board. Publishes of the state conference program for the annual state conference.
4. Submits *ROADRUNNER* and state conference program to executive secretary for review prior to printing. If executive secretary does not respond back within 24 hours, editor has the authority to proceed with posting on the NMSNA website.
5. Submits articles to the National Publication.
6. Works closely with Executive Board providing them with information as required.
7. If chair of a committee will have voting rights as long as they are chair of that committee.
8. Must include NMSNA calendar of events in each publication.

Other

Performs other tasks related to the Association as deemed necessary for the continuity of the association.

At Will Employment

Contract is valid from Oct 1-Sept 30. Contract may be terminated by either party with a thirty (30) day written notice.

Evaluation

- 1) Will meet with Executive Board annually to establish goals for the following year. This will be done during the annual performance evaluation
- 2) Performance evaluation will occur annually with the Executive Board prior to Oct 1.
- 3) Evaluation results will be shared with the Executive Board. Via email from the president

Salary

Amount to be determined annually by the Executive Board at the board meeting prior to the state conference.

ROADRUNNER

TOPICS	AUTHOR
Letter from President on Association letterhead with picture of president.	President
Association/New Happenings	Executive Secretary
Nutrition Articles	Nutrition Chair
State Conference Fall-previous June conference articles and pictures. Spring-registration information, Invitation to conference, when and where.	Conference Chair
Legislative News/Update Legislative issues and news.	Legislative Chair
Region News What's going on in your region.	Regional Chairs
Advertisements Obtain advertisement to pay for printing of Roadrunner.	Editor & Executive Secretary
Awards Fall-Winners of previous Conference Director of the Year Manager of the Year Employee of the Year Friendship Award Special Awards	Vice President

Nominating/Elections
Officers positions up for elections
and requirements to run for that
office. Contact info to nominate an
Association member to run for office. **Nominating/Foundation**
Chair

ADDITIONAL MEMBERSHIP INFORMATION

State Directors, Managers, Supervisors and Specialists shall be composed of state level administrative and supervisory personnel, including persons engaged in child nutrition programs, nutrition education and training and /or food distribution.

College Personnel shall be composed of nutrition, dietetics and food service related faculty in vocational technical schools, community colleges, four-year colleges or universities or internship programs or of those who are responsible for college food service programs.

Attendance at called-/designated Board Meetings/ – Committees

When making a commitment to serve, it is the responsibility of the chair/officer to attend meetings as designated. Failure to attend will result in Executive Committee review and discussion. Should a situation arise in which attendance cannot occur the officer/chair must notify the President/Chair of absence. One unexcused absences will result in a review by Executive Committee.

DEFINITIONS

As used in these Bylaws/Standing Rules, definition of terms is as follows:

Non-Voting Member – individuals without voting privileges an ex-officio.

Chapter Affiliate – School Food Service Associations organized within individual districts and chartered by the Executive Board.

Non Eligible Field – any field other than those defined in Article I, Sec 1.03

Nonprofit – Any school food and nutrition program maintained by a school food authority for the benefit of children, all of the income from which is used solely for the operation or improvement of such service and exempt from income tax under 501©(4), Internal Revenue Code of 1954, as amended.

Standing Committee – Group of individuals appointed by the President charged with the responsibility of planning and implementing activities to promote their particular area of emphasis in the Association's goals.

Quorum – A quorum is the number of members who must be present at a meeting in order to transact business legally (one member over 50% of those in attendance).

Majority Vote – More than one half of the votes cast of those present and voting or more than one half of the votes cast.

Two-Thirds Vote - Two-thirds of the votes cast of those present and voting or two- thirds of the votes cast.

Ex-Officio – Unofficial Executive Board Member with non-voting rights

Honorary - Unofficial Executive Board member with non-voting rights

NEW MEXICO SCHOOL DISTRICTS



