The Florida School Nutrition Association provides a way for school nutrition personnel and others in related work to grow professionally. It shall be affiliated with the School Nutrition Association.

Through work, meetings, and communications via School Food in Florida, ideas and experiences can be exchanged which are basic to professional growth. Everyone can benefit personally and professionally through a united effort. Collectively, the objectives, as stated in the Bylaws, can be accomplished.

This Policies and Procedures Manual is intended to assist state and chapter officers, section chairs, committee chairs, region directors, and local associations in interpreting and carrying out official duties. It defines the responsibilities of each officer, clarifies the procedures for conducting state and chapter association business, and indicates pertinent policies consistent with the Bylaws of the Florida School Nutrition Association, Inc. and Executive Board policies.
## TABLE OF CONTENTS

### Preface

<table>
<thead>
<tr>
<th>Section I</th>
<th>The Florida School Nutrition Association (FSNA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mission Statement</td>
</tr>
<tr>
<td></td>
<td>Objectives of the Association</td>
</tr>
<tr>
<td></td>
<td>Code of Ethics (School Nutrition Association)</td>
</tr>
<tr>
<td></td>
<td>General Information</td>
</tr>
<tr>
<td></td>
<td>Executive Board</td>
</tr>
<tr>
<td></td>
<td>FSNA Office</td>
</tr>
<tr>
<td></td>
<td>Publications</td>
</tr>
<tr>
<td></td>
<td>Meetings Information</td>
</tr>
<tr>
<td></td>
<td>FSNA Annual Conference</td>
</tr>
<tr>
<td></td>
<td>House of Delegates</td>
</tr>
<tr>
<td></td>
<td>Executive Board</td>
</tr>
<tr>
<td></td>
<td>FSNA Legislative Action Caucus</td>
</tr>
<tr>
<td></td>
<td>Industry Seminar &amp; Commodity Expo</td>
</tr>
<tr>
<td></td>
<td>Region Seminars</td>
</tr>
<tr>
<td></td>
<td>FSNA Leadership Training</td>
</tr>
<tr>
<td></td>
<td>Special Meetings</td>
</tr>
<tr>
<td></td>
<td>Membership Information</td>
</tr>
<tr>
<td></td>
<td>Chapter Affiliates</td>
</tr>
<tr>
<td></td>
<td>Florida School Nutrition Association (FSNA)</td>
</tr>
<tr>
<td></td>
<td>Emblem</td>
</tr>
<tr>
<td></td>
<td>Regions</td>
</tr>
<tr>
<td></td>
<td>Chapter Affiliation</td>
</tr>
<tr>
<td></td>
<td>Annual Calendar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II</th>
<th>Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Endorsement Policy – Appendix A</td>
</tr>
<tr>
<td></td>
<td>- Conflict of Interest Policy – Appendix B</td>
</tr>
<tr>
<td></td>
<td>- Executive Board Member Statement Regarding Confidentiality</td>
</tr>
<tr>
<td></td>
<td>- Competition and Disclosure of Potential Conflicts of Interest – Appendix C</td>
</tr>
<tr>
<td></td>
<td>- Credit Card Usage Policy – Appendix D</td>
</tr>
<tr>
<td></td>
<td>- Document Retention and Destruction Policy – Appendix E</td>
</tr>
<tr>
<td></td>
<td>- Whistleblower Policy – Appendix F</td>
</tr>
<tr>
<td></td>
<td>- Employee Conflict of Interest Policy – Appendix G</td>
</tr>
<tr>
<td></td>
<td>Parliamentary Procedure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section III</th>
<th>Executive Board Responsibilities and Calendars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>President-Elect</td>
</tr>
<tr>
<td></td>
<td>Secretary/Treasurer</td>
</tr>
<tr>
<td></td>
<td>Region Directors</td>
</tr>
<tr>
<td></td>
<td>Chair of Region Directors</td>
</tr>
<tr>
<td></td>
<td>Region Directors-Elect</td>
</tr>
<tr>
<td></td>
<td>Section Chairs</td>
</tr>
<tr>
<td></td>
<td>Sustaining Industry Partner (SIP) Representative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
</tr>
<tr>
<td>I-1</td>
</tr>
<tr>
<td>I-2</td>
</tr>
<tr>
<td>I-3</td>
</tr>
<tr>
<td>I-4</td>
</tr>
<tr>
<td>I-5</td>
</tr>
<tr>
<td>I-6</td>
</tr>
<tr>
<td>I-9</td>
</tr>
<tr>
<td>I-10</td>
</tr>
<tr>
<td>I-11</td>
</tr>
<tr>
<td>I-12</td>
</tr>
<tr>
<td>II-1</td>
</tr>
<tr>
<td>III-1</td>
</tr>
<tr>
<td>III-4</td>
</tr>
<tr>
<td>III-6</td>
</tr>
<tr>
<td>III-8</td>
</tr>
<tr>
<td>III-10</td>
</tr>
<tr>
<td>III-11</td>
</tr>
<tr>
<td>III-13</td>
</tr>
<tr>
<td>Section IV</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Section V                      | Executive Director                                                      | V-1  |
|                                | Responsibilities                                                         | V-1  |
|                                | Evaluation                                                               | V-3  |

| Section VI                     | Association Advisor                                                     | VI-1 |

| Section VII                    | Financial Information                                                   | VII-1|
|                                | Expenses                                                                | VII-1|
|                                | Breakout of Budget Expenditures by Line Item                            | VII-1|
|                                | Procedures for Requesting Reimbursement                                 | VII-5|
|                                | Reimbursement Requisition Form                                          | VII-7|
Section I

The Florida School Nutrition Association, Inc.

Mission Statement

“Serving Members to Better Serve Customers”

Objectives of the Association

- To promote the optimal health, nutrition, and education of all children by supporting nutritionally adequate and educationally sound, financially accountable, nonprofit child nutrition and school community nutrition programs.
- To promote high standards for child nutrition and school community nutrition programs with emphasis on nutritionally adequate meals which are appealing to children.
- To promote united efforts between school personnel, allied organizations, industry, and the public to assure every child an opportunity to receive the benefits of the child nutrition and nutrition education programs.
- To promote high standards and to provide appropriate educational programs, incentives, and recognition for professional development of child nutrition personnel.
- To promote research and development in child nutrition programs.
- To promote the establishment of a national nutrition policy and legislation which provide optimal nutrition education for children.
- To promote the involvement of students and the school community in child nutrition programs.
- To promote membership and provide services to members.

Code of Ethics

(FLORIDA SCHOOL NUTRITION ASSOCIATION)

Members of the Florida School Nutrition Association are committed to the improvement of community-directed quality child nutrition programs. Members are charged to fulfill an obligation to their association, school, community, and related professional groups in achieving common goals.

- To guide personal conduct by the highest professional standards
- To uphold the FSNA mission
- To embrace continuous learning within the profession and apply this knowledge to improve the quality of the program
- To participate in development of pertinent legislation
- To promote public support to improve the image of school nutrition programs
- To appreciate the value, dignity, and differences of all persons
- To use the highest ethical standards while conducting business
General Information

Executive Board

The Executive Board shall be composed of the following:
- President
- President-Elect
- Secretary/Treasurer
- Section Chairs- A/S and FS E/M
- Region Directors
- Sustaining Industry Partner (SIP) Representative
- Executive Director and Advisor (non-voting)

The Executive Committee shall be composed of the following:
- President (as chair)
- President-Elect
- Secretary/Treasurer
- Chair of the Region Directors
- Section Chairs
- Sustaining Industry Partner (SIP) Representative

Only members of the Executive Committee and Region Directors may make motions and vote at Executive Board meetings.

Committee Chairs, Advisory Board Chairs, the Association Advisor, and the Executive Director shall be non-voting members. There may be ex-officio members on committees appointed by the President with the approval of the Executive Board.

FSNA Office

The Florida School Nutrition Association, Inc. (FSNA)
124 Salem Court
Tallahassee, Florida 32301-2810

Phone: (850) 878-1832 or 1-888-878-1832
Fax: (850) 656-0149
Email: info@floridaschoolnutrition.org

Office Hours:
7:30 a.m. – 5:00 p.m. Monday through Thursday with the following exceptions: New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving (2), and the last two weeks of December. It takes an Executive Board vote to change the hours of operation.

Publication(s)

School Food in Florida shall be the official publication of the Association. The Executive Board shall authorize and establish procedures for other publications as needed.
Meetings Information

FSNA Annual Conference

The date and place of the FSNA Annual Conference will be determined by the Executive Board. Notice of the conferences, including date, place, and time, will be sent to each member of the Association through publication in School Food in Florida.

The President is responsible to collaborate with the Executive Director to accomplish the goals of the conference.

The Executive Director assumes general responsibility for coordinating the conference and therefore will:

1. Negotiate for hotel, meeting rooms, meal functions, exhibits, publicity, contracts, and agreements and present conference shell to the Executive Board for approval.
2. Prepare conference and hotel information for printing in School Food in Florida.
3. Recruit sponsorships for the event.
4. Arrange for Audiovisual needs and room setup.
5. Coordinate speakers and presiders for breakout sessions and general sessions.
6. Negotiate Banquet Event Orders (BEO’s) with hotel and convention center, including meals, meal counts and room setups.
7. Arrange for photographer.
8. Coordinate the House of Delegates meeting
9. Recruit exhibits for expo hall and coordinate all aspects with the decorator and convention center staff
10. Coordinate, advertise and market the Foundation Fundraiser(s)
11. Coordinate location and set up of the Resource Room
12. Receive and distribute information to attendees regarding ADA/CEU’s
13. Coordinate location and set up of the Board meeting
14. Coordinate set up of Chapter Sales Tables
15. Coordinate Installation Banquet, including reserved seating
16. Coordinate/assist with development and publication of the Conference program & advertising
17. Consolidate district Purchasing Profiles
18. Coordinate/assist with Scholarships & Awards
19. Coordinate and organize registration, including stuffing packets
20. Ensure documentation for Cancellation insurance

House of Delegates

The meeting of the House of Delegates will be held at the time of the FSNA Annual Conference. The Chair of the House of Delegates will be the President-Elect of the Association, who will be responsible for appointing a parliamentarian. No delegates shall be seated after the meeting has been called to order.

Copied from FSNA Bylaws: Article IV, ORGANIZATIONAL STRUCTURE

The affairs of the Association shall be directed and conducted by the Executive Board pursuant to policies adopted by the House of Delegates. No member of the Executive Board, House of Delegates, Committee Chairs, or Advisory Board Chairs shall receive salaries for service in such capacities unless separately employed under contract by the Association.

Section A. House of Delegates. The House of Delegates ("House") shall be the legislative body of the Association. The House shall adopt policies, receive and/or act on reports, resolutions, articles of incorporation and bylaws amendments, and have all other powers and duties specifically provided to it by the Articles of Incorporation and Bylaws.
1. Composition.
   a. The voting delegates shall include members of the Executive Board, past state presidents, standing committee chairs, advisory board chair(s), chapter presidents, and elected delegates or alternates from the local chapters.
   b. Each voting delegate of the House of Delegates must be a School Foodservice and Nutrition, Affiliate, or Associate member of the state and national Associations.
   c. The Executive Director of the Association and the Association Advisor shall be non-voting members of the House of Delegates.

2. Responsibilities.
   a. Establishes the philosophies and goals of the Association.
   b. Debates and reviews matters of professional interest to the Association.
   c. Makes general and specific recommendations to the Executive Board.
   d. Makes recommendations for the annual Plan of Action.
   e. Reviews reports of chapter affiliates, Executive Board members, the state Association, and advisory board(s).
   f. Takes action on proposed resolutions and amendments to the Bylaws.
   g. May remove an Executive Board member from office for just cause upon petition of 10 members of the Executive Board or 40 members of the House of Delegates.

   a. Each delegate may cast only one vote. All votes must be cast in person.
   b. Only voting and non-voting delegates will be seated on the floor of the House of Delegates.
   c. Two-thirds (2/3) of the voting delegates shall constitute a quorum.
   d. A two-thirds (2/3) vote of the voting delegates present at the meeting of the House of Delegates is required to amend the Bylaws of the Association, change the Association's membership dues, remove an elected Association officer from office, or change the location of the Association's state office.

4. Chapter Delegates Representation. Official membership data shall be sent to the state office forty-five (45) days preceding the FSNA Annual Conference. Only eligible delegates (as stated in IV.A.1) shall be seated on the floor of the House. The number of voting delegates for each chapter affiliate shall be calculated on the following basis:
   - Chapters with 50 members or below – one (1) delegate;
   - chapters with 51 – 100 members – two (2) delegates;
   - Chapters with 101 – 200 members – three (3) delegates;
   - Chapters with 201 members or more – four (4) delegates.

Executive Board

The Executive Board shall meet immediately before the FSNA Annual Conference, at the call of the President, or upon the request of sixty percent (60%) of the voting members of the Executive Board. A majority of the voting members shall constitute a quorum.
**FSNA Legislative Action Caucus**

A FSNA Legislative Action Caucus is held annually to present to the members the Association’s legislative needs and strategies for legislative activities. Members of the Association and non-members who have an interest in promoting food and nutrition programs will be invited to attend.

**Industry Seminar & Commodity Expo**

An Industry Seminar & Commodity Expo may be held annually or every other year to provide dialogue between the Association and Industry, to project program needs, and to share technical assistance and expertise. Members of the Association, Industry, and others who have an interest in promoting food and nutrition programs will be invited to attend.

**Region Seminars**

A meeting will be held annually in each region. The dates and locations shall be approved by the Executive Board. The purposes of the meetings are for the President/President-Elect to present the Association’s Plan of Action for the ensuing year to the members, to provide professional growth activities, and to promote fellowship among members.

**FSNA Leadership Training**

A meeting will be held annually to introduce incoming chapter and state officers and state committee chairs to the Association’s Plan of Action and to provide tools to help in executing their duties for the coming year. The FSNA incoming President shall preside over this conference. This also includes an orientation for the Executive Board and committee chairs.

**Special Meetings**

Special meetings and seminars of the Association may be called if approved by the Executive Board.
Membership Information

Chapter Affiliate

Chapter Affiliates. Any district with three (3) or more members shall be eligible for affiliation with the Association on written application. If membership drops below three, the chapter will have 2 years to establish active status. Only one chapter affiliate may be chartered by the Executive Board of the Association in each school district. Each affiliate so chartered shall be entitled to representation in the House of Delegates, provided the following conditions are met:

1. A chapter affiliate of the Association may establish separate chapter membership dues so long as such dues do not exceed a sum equal to the dues of the Association for such member's class of membership.

2. Each chapter affiliate shall adopt articles of incorporation and/or a constitution and/or bylaws which are not in conflict with the Articles of Incorporation and Bylaws of the Association. A current copy with all amendments shall be on file in the Association office.

3. Only School Foodservice and Nutrition members of the Association shall be eligible to serve as officers of chapter affiliates.

4. Each chapter affiliate shall adopt a Plan of Action consistent with the Plan of Action of the Association.

The Florida School Nutrition Association

“Classes of Membership” and “Rights and Privileges of Members” are found in Bylaws, Article III. FSNA Bylaws require all officers and committee chairs of chapter affiliates to be members of FSNA. Monitoring of dues for national, state, and local membership is the joint responsibility of the affiliated chapters, Region Directors in coordination with the Executive Director. Follow the procedures below when submitting dues payments:

FSNA Only Membership-FSNA only members should send their dues payments and the FSNA only application to Florida School Nutrition Association, 124 Salem Court, Tallahassee, FL 32301. FSNA only members will receive a FSNA only membership card. Dues will be paid through July 31, 2010.

FSNA and SNA Membership-Members paying both SNA and FSNA dues should send both dues payments along with the SNA application to SNA, at PO Box 791004, Baltimore, MD 21279-1004. Members of both FSNA and SNA will renew according to their anniversary date. Members of both FSNA and SNA will receive 1 membership card from SNA. A separate FSNA card will not be issued.

FSNA Only New Membership: New members who wish to join FSNA only can use a blank SNA application; however, the FSNA only dues and SNA application should be sent to Florida School Nutrition Association, 124 Salem Court, Tallahassee, FL 32301.

You must be a member of FSNA to be a member of SNA. When paying dues to SNA, please include FSNA dues along with SNA dues. Do not send dues separately.

SNA will not accept any dues payments that do not include SNA and FSNA dues.

The Membership Chairs for the following counties receive all their preprinted renewal applications in May: Baker, Brevard, Broward, Charlotte, Citrus, Collier, Columbia, Dade, Hardee, Highlands, Holmes, Indian River, Lake, Levy, Polk, Putnam, Sarasota, Seminole, Volusia, and Wakulla. All other chapter’s preprinted applications will be mailed directly to the member. If a chapter would like to be added to the list and receive all preprinted applications in May, call FSNA, toll free 888-878-1832.

Always include a membership form with your dues.

SNA Members can pay their dues and gain access to their membership and certification information online. Go to www.schoolnutrition.org. First time users will have to set up a user name and password.

Local dues should be given to your Local Membership Chair and not included with the SNA and FSNA dues.
To become a recruiter for the SNA Star Club, members must put the recruiter’s name on line 7 of the application.

Annual dues schedule for FSNA (subject to change):

School Foodservice and Nutrition Members
- Employee Staff Assistants working four hours or more daily and support personnel $12
- Managers, Assistant Managers, Principals, and Union Representatives $17
- Directors, Supervisors, Specialists, and College/University Personnel $37

Associate Members
- Retired members and students enrolled in post-secondary school nutrition programs $8

Affiliate Members
- Employee Staff Assistants working less than four hours daily $8

Sustaining Industry Partners $250
- A Sustaining Industry Partner (SIP) of the Association shall be an industry, business, or organization that does not qualify for other types of membership and is interested in furthering the programs of the Association. Sustaining Industry Partners of the Association shall remit dues directly to the state Association.

Honorary Members and Life members shall not be required to pay dues.

Membership Procedures

State only memberships run from August 1 of one year through July 31 of the next year. Membership in both FSNA and SNA runs for one year from the anniversary of SNA membership.

Memberships received after December 1 will not be counted when the 100% Membership Awards are decided upon.

It is the chapter affiliates’ responsibility to maintain accurate contact information to SNA and FSNA.

Affiliates do not send records for persons paying only local dues. Always keep copies of everything you send to the state and national offices.

Additional membership forms are available on the state and national websites.

Rights and Privileges of Members.

1. All School Foodservice and Nutrition, Affiliate, and Associate members whose dues, if any, are currently paid, shall be entitled to cast one vote for the election of officers for the coming year and to cast one vote upon any matter submitted to a vote of the voting membership of the Association.

2. Sustaining Industry Partners (SIPs) shall have the right to identify their membership in their advertising or on exhibits at the FSNA Annual Conference of the Association. Members who cease to be employed in an eligible field may continue their membership until their renewal date.

3. Sustaining Industry Partners (SIPs) shall be entitled to vote for the election of the Sustaining Industry Partner Representative (SIP) to the Executive Board.

4. Affiliate and Associate members shall have all the rights and privileges of School Foodservice and Nutrition members except they shall not be a candidate for elective office.
5. All members of the Association shall be eligible to attend the meetings of the House of Delegates as observers but shall not have the right to participate in floor debate.

6. The official publication of the Association shall be distributed to all members.
The Florida School Nutrition Association

Emblem

The Florida School Nutrition Association emblem is designed to be in keeping with the name of the Association, the work of the members, and the high purpose, and ultimate goal of the work in which the members are engaged.

Any materials or devices modifying the Florida School Nutrition Association emblem or modifying the name of the Association must first be approved by the FSNA Executive Board. An exception is made for the use of the emblem or name on programs or related printed materials.
Regions

Region I: Bay, Calhoun, Escambia, Franklin, Gulf, Holmes, Jackson, Liberty, Okaloosa, Santa Rosa, Walton, Washington


Region III: Baker, Bradford, Clay, Duval, Flagler, Marion, Nassau, Putnam, St. Johns, Union, Volusia

Region IV: Brevard, Indian River, Lake, Orange, Osceola, Polk, Seminole

Region V: Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Sumter

Region VI: Charlotte, DeSoto, Glades, Hardee, Highlands, Martin, Okeechobee, Palm Beach, Sarasota, St. Lucie

Region VII: Broward, Collier, Dade, Hendry, Lee, Monroe
Chapter Affiliation

Any district with three (3) or more members shall be eligible for affiliation with the Association on written application. Only one (1) chapter affiliate may be chartered by the Executive Board of the Association in each school district. Each affiliate so chartered shall be entitled to representation in the House of Delegates, provided the following conditions are met:

1. A chapter affiliate of the Association may establish separate chapter membership dues so long as such dues do not exceed a sum equal to the dues of the Association for such member’s class of membership.

2. Each chapter affiliate shall adopt articles of incorporation and/or a constitution and/or bylaws which are not in conflict with the Articles of Incorporation and Bylaws of the Association. A current copy with all amendments shall be on file in the Association office.

3. Only school foodservice and nutrition members of the Association shall be eligible to serve as officers of chapter affiliates.

4. Each chapter affiliate shall adopt Initiatives consistent with the Initiatives of the Association.
Annual Calendar

Headquarters Duties

AUGUST

1. Send mailing on membership changes.
2. Attend Executive Board Meeting and obtain minutes from meeting. Mail to board.
3. Continue assisting Region Directors in preparing for Region Seminars.
4. Select hotel for FSNA Leadership Training.
5. Continue making FSNA Annual Conference plans with President.
6. Continue working with Administrative/Supervisory Section Chair and Sustaining Industry Partner on Industry Seminar & Commodity Expo.
7. Candidates for election determined and information placed in the next publication.
8. Begin evaluating A/V needs for FSNA Annual Conference.
9. Invite SNA representative to attend FSNA Annual Conference.
10. Plan Silver Circle in conjunction with FSNA Annual Conference.

SEPTEMBER

1. Submit copy for School Food in Florida due to state office by September 1.
2. Continue making FSNA Annual Conference plans with President.
3. Continue working with Administrative/Supervisory Section Chair and Sustaining Industry Partner on Industry Seminar & Commodity Expo.
4. Continue planning program for FSNA Legislative Action Caucus.
5. Begin working on logo/theme with President-Elect.

OCTOBER

1. Mail fall issue of School Food in Florida.
2. Continue planning program for FSNA Legislative Action Caucus.
3. Solicit speakers and topics for sessions at FSNA Annual Conference.
5. Begin working on Industry Seminar for next year and if possible, present to Executive Board location and dates for approval.
7. Begin working with decorator on theme, show colors
8. Create/send Annual Conference prospectus for exhibitors
9. Booth sales (ongoing)
10. Solicit refrigerated/freezer truck for exhibitors at FSNA Annual Conference
11. Send FSFS Foundation Fundraiser brochure to local Presidents, local Presidents-elect, Executive Board, etc.

NOVEMBER

1. Continue making FSNA Annual Conference plans with President.
2. Prepare tentative agenda for next Executive Board Meeting in collaboration with the President.
3. Continue planning program for FSNA Legislative Action Caucus
4. Submit copy for School Food in Florida to state office by November 1.
5. Send notice of dates for January board meeting.
6. Solicit presiders for FSNA Annual Conference breakout sessions.
7. Begin working on room sets for FSNA Annual Conference.
8. Set up all conference invoices in database.
9. Solicit forms for electricity, cooking, air, water from convention center for FSNA Annual Conference.
10. Solicit kit from decorator for exhibitor needs for FSNA Annual Conference.
12. Begin soliciting for Annual Conference program advertising.
13. Begin working on conference program. Send task list to staff.
DECEMBER

1. Send reminder and agenda for January Executive Board Meeting.
2. Begin working on registration forms and make hotel reservations for SNA Legislative Action Conference.
3. Continue making FSNA Annual Conference plans with President.
4. Continue planning program for FSNA Legislative Action Caucus.
5. Mail winter issue of *School Food in Florida*.
6. Have resolution for National School Breakfast Week drafted and signed by the Governor and Cabinet.
7. Send letters to speakers for FSNA Annual Conference.
8. Send RFP/contract with security company for FSNA Annual Conference.
9. Contact Boy Scout Troop for Installation Banquet at FSNA Annual Conference.

JANUARY

1. Present proposed FSNA *Bylaws* revision(s) to Executive Board for approval.
2. Attend Executive Board Meeting.
3. Confirm President-Elect has selected a Nominating Committee Chair to present to the Executive Board. Send *Nominating Committee Handbook* to Chair. Executive Board must approve this appointment as well as all committee appointments.
4. Send letter to all Chapter Presidents reminding them to have their Annual Chapter President’s report for the House of Delegates three (3) weeks in advance of the meeting, chapter sales tables, chapter report form, tidbits, etc.
5. Mail and collect information on chapter delegates for HOD.
6. Contact board members to see if they are attending SNA ANC.
7. Continue working on FSNA Annual Conference with President.
8. Contact FSNA delegates concerning SNA Legislative Action Conference.
9. Make hotel reservations for SNA Leadership Conference.
10. Send letter to the Speaker to request a copy of the resolution for SNA legislative advocacy day.
11. Apply for SNA and American Dietetic Association (ADA) Continuing Education Units (CEUs) for FSNA Annual Conference.
12. Publish resolution for members.
13. Solicit food bank for FSNA Annual Conference.
14. Send RFP/contract for EMT for FSNA Annual Conference.
15. Stuff packets for January board meeting including agenda, financials, board & committee reports, proposed bylaws, etc.
17. Order medallions, ribbons, and plaques for FSNA Annual Conference.
18. Send purchasing profiles form to all District Directors.
19. Solicit local chapters for LCD projectors for breakout sessions at FSNA Annual Conference.
20. Submit Photography Ad Hoc Committee at January Board meeting for approval.

FEBRUARY

1. Need List of all award applicants to place in Annual Conference program.
2. Work with Scholarships & Awards chair to verify award entries that are due by February 1.
3. Continue working on FSNA Annual Conference with President.
4. Obtain minutes from Executive Board Meeting from Secretary and mail to the Executive Board.
5. Make folders for SNA Legislative Action Conference for each congressman with SNA Issue Paper and Florida Fact Sheet.
6. Attend SNA Legislative Action Conference.
7. Select hotel for Executive Board Meeting for August.
8. Order medallions, ribbons, and plaques for FSNA Annual Conference.
9. Create and print program for FSNA Legislative Action Caucus.
10. Make folders for FSNA Legislative Action Caucus for each legislator with FSNA Issue Paper and Florida Fact Sheet.
11. Begin working with President-Elect on preparing tentative agenda for FSNA Leadership Training.
12. Send in registration forms for SNA Annual National Conference.
13. Post proposed FSNA *Bylaws* revision(s) on FSNA website.
14. Monitor committee to make sure they have appointments with congressional representatives for SNA Legislative Action Conference. Keep in mind committee members’ congressional districts and the office locations of congressional representatives.
15. Send registration forms for SNA National Leadership Conference.
16. Submit copy for School Food in Florida due to state office by February 1.
17. Solicit for 5 Minutes of Fame at FSNA Annual Conference.
18. Begin entering registrations including speakers and complimentary for FSNA Annual Conference.
19. Order grease barrels, double sink, fire watch, waste management, microphone, gold barrel, dock passes with convention center at FSNA Annual Conference.
20. Begin working with decorator for needs, i.e. radios, GS setup, rope stanchions, decorations, plants, signage, easels, showcase.
21. Send information to designer for Annual Conference program (end of month)
22. Coordinate shipping of items having to do with sponsorships at FSNA Annual Conference.
23. Notify sponsors of special needs, i.e. invite to event, etc.
24. Reminders to directors regarding Purchasing Profiles.
25. Power Points for all award ceremonies, General Sessions, Silver Circle and Installation Banquet at FSNA Annual Conference.

MARCH

1. Continue working on FSNA Annual Conference with President.
2. Solicit nominations in collaboration with Nominating Committee Chair.
3. Attend FSNA Legislative Action Caucus.
4. Print certificates for 100% membership and certification and mail to chapter affiliates.
5. Prepare agenda for House of Delegates in conjunction with the President-Elect.
6. Mail spring issue of School Food in Florida.
7. Create breakout session signs for FSNA Annual Conference.
8. Create RSVP for House of Delegates. Contact persons who did not respond.
9. Create a roll call and tent cards of attendees for House of Delegates.
10. Create script for House of Delegates at FSNA Annual Conference.
11. Rent vans for FSNA Annual Conference.
12. Tent cards for chapter sales tables at FSNA Annual Conference.
13. Send notice to all outgoing board, incoming board, person doing installation for FSNA Annual Conference Installation Banquet rehearsal.
15. Clean up purchasing profiles and send master CD to copying service.
16. Follow up letters to keynote speakers for FSNA Annual Conference.

APRIL

1. Compile FSNA Legislative Action Caucus evaluations.
2. Start developing Industry Seminar & Commodity Expo agenda with Administrative/Supervisory Section Chair and Sustaining Industry Partner Representative.
3. Continue working with President-Elect on FSNA Leadership Training.
4. Attend FSNA Annual Conference.
5. “Looking for Leaders” form and “Nominating” form in packets at conference.
6. Distribute directory information form requests to chapter affiliates at Annual Conference.
7. Produce name badges for FSNA Annual Conference and stuff packets for exhibitors and attendees.
8. Special “thank you” notes for exhibitors at FSNA Annual Conference (“Worth a Mint”)
9. Stuff House of Delegate packets-including addenda, minutes, financial reports, board reports, president’s reports, voting cards.
10. Stuff packets for board meeting at FSNA Annual Conference including agenda, financials, board & committee reports, proposed bylaws, etc.
11. Create program for President/President-Elect breakfast.
12. Create large banquet seating chart for reserved seating for FSNA Annual Conference Installation Banquet. Also create numbers for chapters to draw.
13. Prepare addendum for Annual Conference program, approve blueline with printer.
14. Update Scholarships and Awards information and present at FSNA Annual Conference Board meeting.
MAY

1. Continue working with Administrative/Supervisory Section Chair and Sustaining Industry Partner on Industry Seminar & Commodity Expo.
2. Continue working with President-Elect on FSNA Leadership Training.
3. Assign appropriate Continuing Education Units (CEUs) for FSNA Leadership Training.
4. Obtain minutes of FSNA Annual Conference Executive Board Meeting and House of Delegates from Secretary. Mail to Executive Board members.
5. Compile FSNA Annual Conference evaluations.
6. Send thank you notes to conference presenters, exhibitors, sponsors, volunteers, and other guests.
7. Begin preparing budget for next fiscal year.
8. Prepare Chapter President’s books for FSNA Leadership Conference.
9. Begin working with incoming President-Elect on FSNA Annual Conference for following year, i.e. keynote speakers, topics, contracts.
10. Burn Annual Conference photo CD’s.

JUNE

1. Submit copy for School Food in Florida to state office by June 1.
2. Update Bylaws, copy, and distribute.
3. Attend FSNA Leadership Training.
5. Begin making plans for FSNA Annual Conference with incoming President.
6. Publish Presentation Submission Form for FSNA Annual Conference on website.
7. Continue working with Administrative/Supervisory Section Chair and Sustaining Industry Partner on Industry Seminar & Commodity Expo.
8. Send notice to Executive Board regarding August Executive Board Meeting.
9. Mail memo to Executive Board members from President requesting items for the Executive Board Meeting Agenda.
10. Have resolutions for National School Lunch Week and Florida School Breakfast Week signed by the Governor and Cabinet.
11. Begin planning program including contract with location & dates for FSNA Legislative Action Caucus.
12. Stuff packets for June board orientation at Leadership Training, including agenda, financials, board & committee reports, proposed bylaws, etc.

JULY

1. Prepare Agenda for Executive Board Meeting in conjunction with the President.
2. Mail summer issue of School Food in Florida.
3. Prepare proposal for hotel and convention center for FSNA Annual Conference for three (3) years in advance.
4. Continue working with Administrative/Supervisory Section Chair and Sustaining Industry Partner on Industry Seminar & Commodity Expo.
6. Publish resolutions for members.
7. Stuff packets for August board meeting including agenda, financials, board & committee reports, proposed bylaws, etc.
8. Contact DOE to determine if they will be presenting pre-con sessions during FSNA Annual Conference.

*Dates of FSNA Annual Conference may cause change in time lines.
Section II

Policies

A. Endorsement Policy – Appendix A
B. Conflict of Interest Policy – Appendix B
C. Executive Board Member Statement regarding Confidentiality Competition and Disclosure of Potential Conflicts of Interest – Appendix C
D. Credit Card Usage Policy – Appendix D
E. Document Retention & Destruction Policy – Appendix E
F. Whistleblower Policy – Appendix F

Parliamentary Procedures

Subject to the final ruling of the presiding officer, the Articles of Incorporation, the Bylaws (Article IX), and meetings of the Association shall be governed by Robert’s Rules of Order (latest revised edition).

Suggested Outline of Order of Business for Meetings

A. Call to Order
B. Roll Call
C. Approval of Minutes
D. Approval of the Agenda
E. Report of the Officers
F. Standing Committee Reports
G. Special Committee Reports
H. Unfinished Business
I. New Business
J. Adjournment

Pointers to Remember About Correct Parliamentary Procedure

A. Three stages through which every main motion must pass:

1. Securing the floor
   a. Member rises
   b. Member addresses the Chair – Mr. President [or Madam President]
   c. Chair recognizes member by stating the member’s name or nodding at the member.

2. Introducing business
   a. Member makes (or offers) the motion – “I move that” or “I move to”
   b. Another member seconds the motion – “I second the motion”
   c. Chair states the question on the motion- “It is moved and seconded that….Is there any discussion?”

3. Putting the question
   a. The chair puts the motion to a vote by saying: “All those in favor say ‘Aye’. Those opposed say ‘no’.
   b. Chair announces the vote and who will carry out the action if it is adopted.
      President: The ayes have it, and the motion is carried. We will have a picnic on Saturday…..The Social Committee will take care of the details.
      or
President: The noes have it, and the motion is lost. We will not have a picnic on Saturday……Is there any further business?

B. The Four Basic Principles on which parliamentary law rests are:
   1. Justice and courtesy to all
   2. One thing at a time
   3. The rule of the majority
   4. The rights of the minority

C. A motion is not in order unless it is made by someone who has properly secured the floor.

D. A motion can be debated only after it has been seconded by a member and stated by the Chair.

E. A motion needs a second simply to imply that the motion should come before the meeting.

F. Motions should be thought out carefully before addressing the Chair. Make motions simple and direct. All motions should be made in the affirmative, not in the negative.

G. The vote is not complete until the result has been announced by the Chair.

H. Remarks are in order until Chair puts the question.

I. All who enjoy the privileges of membership should share in its responsibilities; one of these is to vote when the occasion requires it.

J. Each one has a right to promote measures in which one is interested and to defeat those one disapproves. One should vote to uphold one’s opinions, but when the vote has been registered, one should defer to the will of the majority.

K. A nomination does not require a second, but a nomination may be seconded if desired.

L. Motions may be divided into two classes: main motions and secondary motions.

M. The following is a list of motions in common use in the order of rank:
   1. Adjourn; fixed time to adjourn; recess
   2. Lay on the table; previous question; limit debate
   3. To amend a main motion; to amend an amendment
   4. To commit or refer to a committee
   5. To postpone indefinitely
   6. Original main motions
   7. Reconsider; rescind; ratify

N. Never let a meeting drag. Be prompt in seconding a motion and in speaking to a motion. One is not committed to support a motion because one seconded it. One can vote against one’s own motion but should not speak against it.

O. The success of any meeting depends not only on the officers and the person presiding, but upon each and every member.
Section III

Executive Board Responsibilities and Calendars

President

The President shall serve for a one (1) year term and shall be the Chief Elected Officer of the Association. The President serves as Chair of the Executive Board and ex officio member of all other committees and advisory boards, except the Nominating Committee, and coordinates the activities of the same. Upon completion of the term of office, the President shall become a Past President of the Association, with all future FSNA dues being waived for life. The responsibilities of the President are as follows:

Responsibilities of the President:

1. Prepares an agenda and presides at all Executive Board and Executive Committee Meetings.
2. Presides at meetings of the Association.
3. Appoints, subject to the approval of the Executive Board, chair and members of committees and advisory boards, with the exception of the Nominating Committee.
4. Submits recommendations to the Executive Board to fill all committee and Executive Board vacancies that may occur during the year.
5. Appoints a Parliamentarian for Executive Board Meetings.
6. Develops and implements a Plan of Action based on the SNA Plan of Action.
7. Acts as liaison between SNA, FSNA, and the state affiliated chapters.
9. Serves as a state delegate to the SNA House of Delegates at the Annual National Conference.
10. Submits to SNA appropriate information and reports for state achievement awards.
11. Coordinates with the Executive Director:
   a. A time schedule for meetings, completion of work, and submission of reports by committee chairs and Executive Board members.
   b. FSNA Annual Conference planning (see “Meetings Information”).
   c. SNA affiliation requirements.
   d. Transfer of complete files and handbooks to newly installed officers and committee chairs.
12. Reviews fiscal reports and audits.
13. Transmits to the Executive Board all recommendations and actions taken by the House of Delegates. Follows up on actions taken.
15. Attends Region Seminars to present the FSNA Plan of Action to the membership.
16. Keeps the President-Elect informed in order to establish continuity of activities and association goals.
17. Transmits records and appropriate information to the incoming President.
18. Completes and files the President’s History Report and the President’s Plan of Action Notebook with the FSNA state office for safekeeping at end of term.
19. Performs an annual evaluation of the Executive Director.
20. Exercises all other general power of supervisory and active management usually vested to the office of the President.
21. Represents the Association in policy matters.
22. Serves as Chair of the Executive Board and the Executive Committee.
23. Coordinates activities of the Executive Board with the Association office.

President’s Calendar

August/September

(Term of office officially begins August. See President-Elect for duties prior to August 1)

1. Presides at Executive Board Meeting.
2. Submits proposed budget to Executive Board for approval.
3. Continues plans for FSNA Annual Conference with Executive Director.
4. Submits President’s message to School Food in Florida by September 1.
5. Send reminders to local presidents regarding Letter of Intent for President’s Award.
**October**

1. Attends Region Seminars.
2. Continues plans for FSNA Annual Conference with Executive Director.
3. Sends approved state Plan of Action to Southeast Region Director by October 15.
5. Send list of presidents who submitted letters of intent for President’s Award to state office.

**November**

1. Attends Region Seminars.
2. Continues plans for FSNA Annual Conference.
3. Sends President’s message to *School Food in Florida* by November 1.

**December**

1. Prepares written agenda for Executive Board Meeting. Asks committee chairs and section chairs to submit a written report to the Executive Board on activities and progress on the Strategic Plan.
2. Continues plans for FSNA Annual Conference.

**January/February**

1. Presides at Executive Board Meeting.
2. Updates the Executive Board on the program and plans for FSNA Annual Conference.
3. Submits President’s letter to the state office for FSNA Annual Conference Program.
4. Sends any recommendations or business to be considered by the House of Delegates on behalf of local or state chapters, officers, or committee chairs to President-Elect.
5. Attends SNA Legislative Action Conference in Washington, D.C.
6. Reminds the Region Directors to obtain reports from affiliated chapters and compile reports 3 weeks prior to House of Delegates meeting.
7. Reminds state officers, committee chairs, and section chairs to send written Annual Reports to Executive Director 3 weeks prior to House of Delegates.
8. Prepares a written agenda for Executive Board Meeting. Sends a copy to each member at least four weeks prior to meeting date.
9. Sends President’s message to *School Food in Florida* by February 1.
10. Attends FSNA Legislative Action Caucus in Tallahassee.
11. Contact state office for duties while attending Annual Conference.

**March**

1. Prepares annual report of President’s year to be presented at House of Delegates.
2. Judge President’s award and send list of Gold, Silver and Bronze winners to state office for conference program.
3. Contact state office for duties while attending Annual Conference, including preparing outgoing speech for Installation Banquet.
4. Keep in touch with Legislative Chair and keep abreast of legislative issues.

**April/May**

1. Attends the SNA National Leadership Conference.
2. Presides at Executive Board Meeting.
3. Presides at the FSNA Annual Conference.
4. Sends SNA President’s Award application to Southeast Region Director by June 1.

**June**

1. Sends President’s message to *School Food in Florida* by June 1.
July

1. Evaluates the Executive Director.
2. Attends the SNA Annual National Conference and serves as delegate and coordinates with the Florida delegation one hour prior to meeting (may need to discuss before ANC if mega issue)
3. Files the President’s History Report and the President’s Plan of Action Notebook with the FSNA state office for historical safekeeping.
4. Transfers all files and records of office to incoming President upon completion of term of office on August 1.
**President-Elect**

The President-Elect shall be elected annually, serve one (1) year, shall have had previous Executive Board experience, and shall have attended three (3) of the last five (5) state conferences and one (1) of the last five (5) national conferences. Succeeds to the office of the President on the first of August at the beginning of our fiscal year or before in the event of the death, resignation, or removal from office.

**Responsibilities of the President-Elect are as follows:**

1. Becomes familiar with all duties and responsibilities of the President, other members of the Executive Board, committees, advisory boards, and chapter affiliates.
2. Serves as Chair of, and presides at, the FSNA House of Delegates.
3. Coordinates activities and acts as advisor to Region Directors.
4. Serves as member of the Executive Board and the Executive Committee.
5. Serves as presiding officer and performs the duties of the President in the absence of the President.
6. Attends Region Seminars as assigned by the President and presents a report on the Plan of Action of the Association. The President-Elect usually attends the odd-numbered Region Seminars.
7. Represents the Association at the request of the President. Performs other duties as requested or as assigned by the President.
8. Submits reports of activities to the Executive Board and state office.
9. Represents FSNA at the SNA House of Delegates.

**President-Elect’s Calendar**

**February/March/April/May/June/July (as incoming President-Elect)**

1. Works with President, Secretary/Treasurer, and Executive Director on preparing a budget for FSNA for the following year.
2. Attends SNA Leadership Conference.
3. Attend FSNA Annual Conference and are sworn in.
4. Attends FSNA Leadership Training and reviews current Strategic Plan and incoming President’s local chapter Plan of Action. The incoming President-Elect develops his/her own initiatives from these two documents for approval at the August Board meeting.
5. Reviews responsibilities with Region Directors in cooperation with Region Director Chair at FSNA Leadership Training.

**August/September**

* (Term of office officially begins August 1)

1. Attends the Executive Board Meeting and presents the Initiatives for the year.
2. Continues to review Region Directors’ responsibilities in cooperation with Region Director Chair.
3. Continues working on FSNA Annual Conference with President and Executive Director.
4. Begin working on logo/theme with state office.

**October/November**

1. Attends odd-numbered Region Seminars and presents the local chapter Initiatives.
2. Continues working on FSNA Annual Conference with President and Executive Director.
4. Determine who will install officers at Installation Banquet and discuss with state office

**January**

1. Attends the Executive Board Meeting and presents update on Plan of Action. Update should be sent to the state office three (3) weeks before scheduled meeting.
2. Continues to review Region Directors’ responsibilities in cooperation with Region Director Chair.
3. Continues working on FSNA Annual Conference with President and Executive Director.
4. Submits recommendation for Chair of Nominating Committee to President and state office to be placed on the January Executive Board Meeting Agenda for approval.
5. Selects committee chairs and presents to Executive Board for approval.
February

1. Begins working on FSNA Leadership Training by drafting a tentative agenda and contacting Board members to present.
2. Attends the SNA Legislative Action Conference in Washington, D.C.
3. Recruit members to fill committee and advisory board positions.

March

1. Submits a written annual report to the President and state office 3 weeks prior to the FSNA Annual Conference.
2. Continues working on FSNA Annual Conference with President and Executive Director.
3. Attends the FSNA Legislative Action Caucus in Tallahassee.
4. Compiles recommendations or business to be considered by the FSNA House of Delegates on behalf of chapter affiliates, officers, and/or committee chairs. Prepares agenda for the FSNA House of Delegates with the Executive Director.
5. Selects Parliamentarian for House of Delegates.
6. Continues recruitment for committee appointments.
7. Prepare speech for Installation Banquet at Annual Conference.

April

1. Attends the SNA National Leadership Conference.
2. Begins working on Plan of Action for coming year.
3. Submits names of committee members and advisory board members to the Executive Board for approval.
4. Begins preparing a budget for FSNA for the following year in conjunction with the incoming President-Elect, Secretary/Treasurer, and Executive Director.
5. Begins preparing a budget for FSFS Foundation for the following year in conjunction with the incoming President-Elect, Treasurer, and Executive Director.
6. Attends Executive Board meeting at Annual Conference
7. Attends FSNA Annual Conference.
9. Announces theme/focus for the year at the FSNA Annual Conference and is installed as President.

May/June

1. Submits President-Elect message to School Food in Florida by June 1.
2. Presides at FSNA Leadership Training in June and presents the local chapter Initiatives for the year.
3. Coordinates with the Executive Director a time schedule for completion of work and submission of reports for all committees. Provides each Board member and committee chair with a calendar of all scheduled Executive Board Meetings.

July

1. Attends the SNA Annual National Conference.
2. Transfers all files and records of office to incoming President-Elect upon completion of term of office on August 1.
Secretary/Treasurer

The Secretary/Treasurer shall be elected in even-numbered years and shall serve for two (2) years.

Responsibilities of the Secretary/Treasurer are as follows:

1. Accurately records and submits in a timely manner all minutes of the Executive Board and the House of Delegates.
2. Directs the Executive Director to send appropriate notices and copies of the minutes to the Executive Board and the House of Delegates.
3. Conducts such correspondence as the Association and Executive Board shall direct.
4. Calls the roll at Executive Board Meetings.
5. Calls the roll of delegates at the House of Delegates.
6. Informs the presiding officer of the presence or absence of a quorum at meetings of the Executive Board and the House of Delegates.
7. Attends the SNA Annual National Conference at the expense of the Association on odd-numbered year during term of office.
8. Supervises and monitors Association funds, investments, and securities.
9. Submits a financial report at FSNA Annual Conference.
10. Drafts a proposed annual budget in collaboration with the President, President-Elect, and Executive Director.
11. Serves as Chair of the Finance Committee.
12. Submits budget to the Executive Board for adoption.
13. Notifies officers and the chairs of each committee and advisory board(s) of budgeted funds.
14. Monitors expenditures of all meetings, particularly the FSNA Annual Conference.
15. Reports revenues and expenditures against budgeted amounts.

Secretary/Treasurer’s Calendar:

April/May (as incoming Secretary/Treasurer)

1. Attend FSNA Annual Conference and be sworn in.

June/July (as incoming Secretary/Treasurer)

1. Meets with state office staff to review and become familiar with the Association’s budgetary and financial processes.
2. Works with President, President-Elect, and Executive Director on preparing a budget for FSNA for the following year.
3. Attend Leadership Training and present.
4. Attends the Executive Board and Executive Committee Meetings at Leadership Training; takes accurate minutes of the meetings; sends draft minutes to state office to be reviewed within 20 days after meeting. Presents FSNA proposed budget for discussion and presents written financial report.

August/September

1. Attends the Executive Board and Executive Committee Meetings and presents written financial report. Takes accurate minutes of the meetings; sends minutes to state office for distribution within 20 days after meeting.

January/February

1. Attends the Executive Board Meeting and presents written financial report. Financial report should be sent to the state office two (2) weeks before scheduled meeting. Takes accurate minutes; send minutes to state office to be reviewed within 20 days after meeting.

April/May/June

1. Begins working with Executive Director and Executive Committee on next year’s budget.
2. Attends the Executive Board Meeting and presents written financial report.
3. Attends FSNA Annual Conference and House of Delegates and presents written financial report at House of Delegates.
4. Takes accurate minutes of the meetings of the Executive Board and House of Delegates. Send minutes to state office to be reviewed within 20 days of meeting.
5. Attends FSNA Leadership Training.

July

1. Attends the SNA Annual National Conference in the odd-year of holding office.
2. Transfers all files and records of office to incoming Secretary/Treasurer upon completion of term of office on August 1.
Region Directors

Each region shall have a Region Director who will serve for a two (2) year term, following completion of one (1) year term as Region Director-Elect. Region Directors are voting members of the Executive Board.

Responsibilities of each Region Director are as follows:

Communication with Chapters:

1. Becomes the liaison/connection between the chapter affiliates in the region and the Executive Board. Assists and communicates with chapter affiliates on a regular basis. Expresses views of chapter affiliates when evaluating and/or voting on issues.
2. Uses the President-Elect as a resource for the interpretation of the President’s Plan of Action.
3. Attends a meeting of each chapter affiliate at least once during the two-year term. Sometimes it will be necessary to ask for an invitation.
4. Maintains contact with Chapter Presidents. Send a letter of introduction after becoming a Region Director and most importantly, send invitations to the various chapter affiliate meetings. Write a letter of congratulations to new chapter affiliate officers in the region.
5. Be prepared to do a chapter installation service (state office can help with this).
6. Encourages all Chapter Presidents to submit Chapter Chatter articles, covering activities to *School Food in Florida*. Deadlines for articles are September 1 for the fall issue, November 1 for the winter issue, February 1 for the spring issue, and June 1 for the summer issue.
7. Contact Chapter Presidents to verify there will be representation from chapters at the House of Delegates at the FSNA Annual Conference.
8. Assists in organizing non-affiliated counties to become affiliated. (An Application for Chapter Affiliation is available from the state office).
9. Works very closely with newly affiliated chapters by being supportive.

Leader and Member Growth:

1. Becomes responsible for promoting state and national membership within the region, in cooperation with local Membership Chairs. Shares ideas for professional growth.
2. Serves on the FSNA Nominating Committee. Surveys chapters and provides recommendations to nominating committee for ballot.
3. Surveys chapter affiliates and recommends qualified members to the President-Elect for appointment to committees and advisory boards by February 1.
4. Trains the Region Director-Elect by involving him/her in all region activities.
5. Encourages members to further their education through in-service training, night school for a high school diploma (the G.E.D. equivalence), and college courses leading to a two-year or four-year degree. Makes them aware of scholarship opportunities available through FSNA and SNA.
6. Encourage members to apply for awards.

Region Seminars:

1. Plans for and presides at Region Seminar. Works with the state office to coordinate plans for Region Seminars. Schedules seminars between September and November. Uses *Region Director Handbook* as guide.
2. Contacts Chapter Presidents prior to FSNA Leadership Training and makes plans for Region Seminars. Also, exchanges names and addresses with each other. (If possible, be prepared to present date and place of Region Seminar at the Executive Board Meeting at Annual Conference.)
3. Attends FSNA Leadership Training and meets with Chapter Presidents to work on Region Seminar plans.

State Association (FSNA):

1. Promotes the Association’s Plan of Action.
2. Reads and thoroughly understands the FSNA *Bylaws* and *Policies & Procedures*. Obtains copies of the local *Chapter Bylaws* in your region. Keeps these as references in helping other chapter affiliates form and update their *Bylaws*. Also, send a copy of chapter affiliates bylaws to the state office and to the Resolutions & Bylaws Chair.
3. Attends both FSNA Annual Conferences during the two-year term of office. FSNA does not reimburse the cost of attending the FSNA Annual Conference. This responsibility must be understood when the position is accepted.

4. Attends House of Delegates at the FSNA Annual Conference. Only the Chair of the Region Directors gives a report at this meeting. All Region Directors are voting members at House of Delegates.

5. Attends all Executive Board Meetings. Expenses for travel, lodging, and food are paid at current approved rates as stated in the Policies and Procedures Manual.

6. Submits a written report describing the region’s activities and goals to the Executive Board at the next Executive Board Meeting.

7. Maintains accurate accounting records and submits them to state office.

8. Assists Region Director Chair in FSFS Foundation fundraiser for Annual Conference.

**National Association (SNA):**

1. Attends the SNA Annual National Conference at the end of the first year of office. Expenses will be reimbursed as provided in Section VII Expenses in the Policies and Procedures Manual.

**Legislative Activity:**

1. Becomes familiar with Florida and U.S. House of Representatives and Senators from the region. Download their regions’ Representatives and Senators through the FSNA website.

2. Keeps abreast of legislative issues.

**Region Directors’ Calendar**

**April/May (as Director-Elect - before becoming Director on August 1)**

1. Sends congratulatory and introductory letters or makes phone calls to Chapter Presidents.

2. Sets date of Region Seminar prior to the FSNA Leadership Training.

3. Attends FSNA Annual Conference, including House of Delegates and Executive Board meeting.

**June (as Director-Elect - before becoming Director on August 1)**

1. Attends FSNA Leadership Training.

2. Conducts a Region Seminar planning meeting with Chapter Presidents during FSNA Leadership Training. Uses the Region Director Handbook as a guide.

3. Works with state office in developing FSFS Foundation fundraiser brochure.

**July (as Director-Elect before becoming Director on August 1)**

1. Continues planning Region Seminar with input from Chapter Presidents.

**August/September**

1. Attends Executive Board Meeting and presents Plan of Action.

**October/November**

1. Follows calendar in Region Director Handbook for Region Seminar.

2. Presides at Region Seminar.

**January/February**

1. Attends the Executive Board Meeting and submits a report describing the region’s activities.

2. Surveys the chapter affiliates and recommends qualified members to the President-Elect for appointment to state committees.

3. Asks Chapter Presidents for report on activities 3 weeks prior to the House of Delegates.

4. Sends combined report of region’s activities to Region Director Chair 30 days prior to House of Delegates. The Chair will send a consolidated report of all Region activities to the state President and the state office 20 days prior to the FSNA Annual Conference.
April/May/June
1. Sends congratulatory and introductory letters or makes phone calls to Chapter Presidents.
2. Sets date of Region Seminar prior to the FSNA Leadership Training.
3. Attends FSNA Annual Conference, including House of Delegates and Executive Board meeting. Gives a written report.
4. Sends nominations for all state officers, Directors-Elect, and Section Chairs to the Chair of the Nominating Committee by May 15.
5. Attend Leadership Training. Conducts a Region Seminar planning meeting with Chapter Presidents during this meeting. Uses the Region Director Handbook as a guide.

July
1. Attends SNA Annual National Conference. Region I, III, V and VII Directors attend in even years. Region II, IV and VI attend in odd years.
2. Transfers all files, accounting records and monies to incoming Region Director upon completion of term of office.

Chair of Region Directors

The Region Directors and Region Directors-Elect shall elect a Chair from among the Region Directors who have already served one year in office.

Responsibilities of the Chair of the Region Directors are as follows:
1. Oversees and assists the other Region Directors, particularly with Region Seminars.
2. Conducts a meeting for Directors and Directors-Elect at Executive Board Meetings and FSNA Leadership Training to provide information, discussion, and training.
3. Oversee and collect financial reports from each Region Director.
4. Assist state office in getting local chapter/affiliate directories.
5. Coordinates foundation fundraiser at Annual Conference with Region Directors and Silver Circle Chair.
6. Submits a consolidated report of all region activities to the President and Executive Director 20 days prior to the FSNA Annual Conference. This report shall be distributed to members of the House of Delegates during the FSNA Annual Conference.
7. Coordinates FSFS Foundation fundraiser for Annual Conference.

Region Directors-Elect

Each region shall elect a Region Director-Elect, as provided in the Bylaws, who shall serve in that capacity for a one (1) year term and shall succeed to the office of Region Director on August 1 of the next year. The Region Director-Elect shall succeed to the office of Region Director in the case of vacancy in that office and shall then serve until the end of the third year after said vacancy occurs.

Responsibilities of the Region Directors-Elect are as follows:
1. Studies the duties and responsibilities of the Region Director.
2. Assists the Region Director in promoting membership and planning the annual Region Seminar.
3. Provides recommendations to the Nominating Committee for ballot consideration.
4. Attends the FSNA Leadership Training.
5. Attends Executive Board Meeting, FSNA Annual Conference, and House of Delegates.

The Region Directors-Elect are expected to attend Executive Board Meetings during their term for training. Expenses will be paid for attendance to Executive Board Meetings during term as Region Director-Elect.
Section Chairs

Each section (Foodservice Employee/Manager and Administrative & Supervisory) shall have a Chair elected for a two (2) year term who shall also serve as a member of the Executive Board.

1. **Foodservice Employee/Manager Section Chair**. Composed of school nutrition personnel assigned to one school, and/or school nutrition personnel who have responsibilities in a central kitchen that serves more than one school, and/or school nutrition personnel who have responsibility in more than one school, but who are not employed on a system-wide basis.

2. **Administrative and Supervisory Section Chair**. Composed of school nutrition personnel who are responsible for administration and/or supervision of nutrition programs in more than one school within the district or state. Also composed of personnel who are responsible for college nutrition programs or who is nutrition, dietetics, or foodservice related faculty in vocational-technical schools, community colleges, four year colleges or universities, or internship programs.

Voting for the office of Section Chair shall be limited to the membership of that section. Elections shall be held on the following schedule:

**Odd Years:** Foodservice Employee/Manager Chair  
**Even Years:** Administrative and Supervisory Chair

**Responsibilities of Section Chairs are as follows:**

1. Promotes the Association’s Plan of Action.
2. Initiates, implements, evaluates, and/or coordinates appropriate studies or projects with the state Association.
3. Expresses views of section when evaluating and/or voting on issues.
4. Provides leadership, support, technical assistance, and resource lists and/or materials to members.
5. Plans a section meeting and program for FSNA Annual Conference in collaboration with President and Executive Director.
6. Promotes membership in the Association within the section.
7. Provides recommendations to the President-Elect for appointments to committees and advisory boards.
8. Provides recommendations to the Nominating Committee for ballot consideration.
9. Presents an annual written report of all activities to the House of Delegates.
10. Attends the SNA Annual National Conference in July after the completion of the first year in office.
11. Serves as member of the Executive and Nominating Committees.
12. A/S Chair works with SIP Representative and state office in planning Industry Seminar & Commodity Expo.

**Section Chairs’ Calendar**

**April/May/June/July (incoming)**

1. Attends FSNA Annual Conference to be sworn in.
2. Attends FSNA Leadership Training.

**August/September**

1. Attends Executive Board Meeting and presents a Plan of Action.

**September/October/November**

1. Submits article for *School Food in Florida* by September 1, when requested.
2. Attends Region Seminar(s).
3. Submits an article for *School Food in Florida* by November 1, when requested.
January/February

1. Attends Executive Board Meeting and presents a written progress report on the Plan of Action. Progress report should be sent to the state office 3 weeks before scheduled meeting.
2. Submits a written annual report to the President and state office 3 weeks prior to the FSNA Annual Conference.
3. Submits an article for *School Food in Florida* by February 1, when requested.

April/May/June

1. Attends the Executive Board Meeting at FSNA Annual Conference.
2. Attends the FSNA Annual Conference and presents annual report to House of Delegates.
3. May preside at section meeting at FSNA Annual Conference.
4. Submits an article for *School Food in Florida* by June 1, when requested.

July

1. Transfers all files and records of office to the incoming Section Chair, upon completion of term of office on August 1.
2. Administrative & Supervisory Chair attends SNA Annual National Conference in odd years. Foodservice Employee/Manager Section Chair attends SNA Annual National Conference in even years. Expenses incurred at the completion of the first year in office will be reimbursed by the Association.
Sustaining Industry Partner Representative (SIP)

The Sustaining Industry Partner Representative shall serve for a two (2) year term. The Sustaining Industry Partner Representative shall serve as a voting member of the Executive Board.

Voting for the office of Sustaining Industry Partner Representative shall be limited to the members in the Sustaining Industry Partner membership class and will take place by direct mail in even years.

**Responsibilities of the Sustaining Industry Partner Representative:**

1. Promotes the Association’s Plan of Action.
2. Initiates, implements, evaluates, and/or coordinates appropriate studies or projects with state office.
3. Expresses the views of Industry.
4. Provides leadership, support, technical assistance, and resource lists and/or materials to members.
5. Plans Industry program for FSNA Annual Conference in collaboration with President, Administrative & Supervisory Chair, and state office.
6. Plans Industry Seminar & Commodity Expo in collaboration with Administrative and Supervisory Chair, and state office.
7. May call a special meeting of Sustaining Industry members with approval of the Board at no expense to the Association.
8. Promotes SIP membership.
9. Provides recommendations to the President-Elect for appointments to committees and advisory boards.
10. Surveys SIPs and provides recommendations to state office to be voted on by current SIP members.
11. Serves as Chair of Sustaining Industry Partner (SIP) Advisory Board.

**Sustaining Industry Partner Representative’s Calendar:**

**April/May (as incoming SIP Representative)**

1. Attends Executive Board Meeting.
2. Attends FSNA Annual Conference and is sworn in.
3. Begins working on Industry Seminar & Commodity Expo with Administrative and Supervisory Section Chair and state office.

**July (as incoming SIP Representative)**

1. Attends the SNA Annual National Conference (optional).
2. Continues working on Industry Seminar & Commodity Expo with Administrative and Supervisory Section Chair, and state office.

**August/September**

1. Attends Executive Board Meeting and presents Plan of Action.
2. Continues working on Industry Seminar & Commodity Expo with Administrative and Supervisory Section Chair, and state office.

**October**

1. Attends and presides over Industry Seminar & Commodity Expo, along with Administrative and Supervisory Section Chair.

**January/February**

1. Attends Executive Board Meeting and presents a written progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.

**February/March**
1. Attends FSNA Legislative Action Caucus in Tallahassee (optional).
2. Submits a written annual report to the President and Executive Director 3 weeks prior to the FSNA Annual Conference.

April/May

1. Attends the Executive Board Meeting.
2. Attends FSNA Annual Conference and presents report to the Executive Board and the House of Delegates.

June/July

1. Transfers all files and records to incoming Sustaining Industry Partner Representative upon completion of term of office.
Section IV

Standing Committees’ and Advisory Boards’ Responsibilities and Calendars

There shall be the following standing committees and advisory boards, composed of no more than seven (7) members representing seven different regions, when feasible. (The Nominating Committee and Executive Committee are exceptions.)

1. Organization. Members shall be appointed by the President, subject to Executive Board approval, for a three (3) year term unless otherwise specified. A standing committee or advisory board member shall not serve on more than one (1) standing committee or advisory board at the same time, with the exception of the Nominating Committee and the Past Presidents’ Advisory Board. Chairs shall be appointed by the President to serve for one (1) year. An individual may serve as chair for no more than three (3) consecutive years on any standing committee or advisory board. Under extenuating circumstances, an individual may be appointed chair of a standing committee or advisory board for one (1) additional year with Executive Board approval.

2. Eligibility. Members of a committee or advisory board shall have expertise in the subject area of the committee or advisory board on which they serve. All committee and advisory board members must be School Foodservice and Nutrition, Affiliate, or Associate members of the state and national Associations, except the Sustaining Industry Partner (SIP) Representative, and the Sustaining Industry Partner (SIP) Advisory Board members.

3. Activities. Each committee shall develop a Plan of Action in keeping with the state Plan of Action, which shall be subject to the approval of the Executive Board. Actions of the committees and advisory board(s) shall not be in conflict with this manual and Bylaws of the Association. Committee meetings shall be held in accordance with the approved Plan of Action.

4. Standing Committees. There shall be the following standing committees, composed of no more than seven (7) members representing seven (7) different regions, when feasible. 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 herein provided. Should a vacancy occur, the President, with the approval of the Executive Board, shall appoint a replacement to fill the unexpired term.
Finance Committee

This committee shall be chaired by the Secretary/Treasurer and will consist of members of the Executive Committee.

Responsibilities:

1. Provide the Executive Board with assurance that the financial policies and financial condition of the Association will enable it to achieve its goals and remain solvent.

2. Oversee financial planning and management of the organization by ensuring that all fiscal aspects of operations are in order.

3. Assist in the control and supervision of the Association’s finances, including checking accounts and credit card receipts.

4. Oversee the investment and safekeeping of Association funds.

5. Ensure the financial stability of the Association through the ongoing assessment and monitoring of the annual operating budget, investment portfolio, revenue, expenditures, and audit reports.

6. Monitor and designate reserve funds.

7. Recommend transfer of funds from Foundation to Association and vice versa.

8. Manage assets.

9. Advise the Executive Director and staff in developing the annual operating budget.

10. Advise on mid-year budget revision.

11. Review proposed budget prior to board presentation. Recommend budget to the Executive Board.

12. Review and recommend procedures for conducting annual audit of financial record.

13. Review audit reports.

14. Review and approve major expenditures.

15. Formulate investment policies and procedures, monitor investments on a regular basis and recommend appropriate changes.

16. Establish and monitor specific long term and annual financial performance benchmarks with regard to investments, revenue, annual operating budgets, etc.

17. Review and recommend financial and accounting policies.

18. Retain consultants, auditors, or outside advisors to assist or monitor the Association’s finances.

August/September

1. Attends the Executive Board and Executive Committee Meetings; Presents FSNA proposed budget for approval and presents written financial report.

January/February

1. Attends the Executive Board Meeting; takes accurate minutes; sends draft minutes to state office to be reviewed within 20 days after meeting.

2. Attends the Executive Board Meeting and presents written financial report. Financial report should be sent to the state office two (2) weeks before scheduled meeting.
April/May/June

1. Attends the Executive Board Meeting at Annual Conference.
2. Attends FSNA Annual Conference and House of Delegates; takes accurate minutes of the meetings of the Executive Board and House of Delegates. Sends draft minutes to state office to be reviewed within 20 days after meeting.
3. Begins working with Executive Director and Executive Committee on next year’s budget.
4. Attends the Executive Board Meeting and presents written financial report.
5. Attends FSNA Annual Conference and House of Delegates and presents written financial report.

July/August

1. Transfers all files and records of office to incoming Secretary/Treasurer upon completion of term of office on August 1.
Marketing Committee

The Chair of the Marketing Committee shall be appointed by the President. This committee shall consist of up to seven (7) members of the Association, one from each region (if possible), appointed for a period of three (3) years by the President and subject to approval of the Executive Board.

Responsibilities of the Marketing Committee are as follows:

1. Develops a written Plan of Action with supporting budget, subject to the Executive Board approval, which meets the public image and needs of the Association.
2. Recommends to the Executive Board standards, policies, and procedures pertaining to the implementation of the Association's public information program.
3. Informs the public of the aims, purposes, and goals of the school nutrition program.
4. Coordinates state public communication efforts with the School Nutrition Association’s Marketing Committee’s goals and activities.
5. Evaluates and interprets Association public information efforts with chapter affiliates.
6. Ensures that press releases are written and appropriately distributed for special Association events, i.e., FSNA Annual Conference, FSNA Legislative Action Caucus, National School Lunch and Breakfast Weeks and Florida School Breakfast Week.
7. Works with and seeks support from allied groups and associations in promoting a positive image of child nutrition programs and the Association.
8. Establishes and maintains a positive rapport with all media contact people (i.e., public media and school district public information officers).
9. Creates a calendar of special events for promoting marketing activities.
10. Develops and conducts training programs in public communication at FSNA Leadership Training, Region Seminars, FSNA Annual Conference, and other appropriate meetings.
11. Maintains and passes on a file of past, present, and proposed activities and plans of the Committee.
12. Implements National School Lunch Week and National School Breakfast Week activities developed in the committee’s Plan of Action.
13. Establishes priorities for types of information that will be disseminated and identifies channels through which messages can be communicated.
14. Implements Child Nutrition Personnel Day/Week which is always observed the first full week in May.
15. Works with the Professional Development Committee on writing articles with tests for certification in School Food in Florida.

Marketing Committee Calendar:

April (as incoming chair)
1. Begin working on transition with outgoing committee chair.

June (as incoming chair)
1. Attends the FSNA Leadership Training and does a presentation.
2. Review calendar with state office and support/help with marketing efforts.

August/September
1. Submits article for School Food in Florida to state office by September 1, if requested.
2. Plans and conducts a committee meeting to develop and implement the Plan of Action. Assigns specific activities to members of the Committee. This can be done by email or conference call.
3. Attends the Executive Board Meeting and presents Plan of Action. Progress report should be sent to the state office 3 weeks before scheduled meeting.

September/October/November
1. Provides representation for committee at Region Seminars, if requested.
2. Submits article for School Food in Florida to state office by November 1, if requested.
**January/February**

1. Attends Executive Board Meeting and presents a written progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.
2. Submits a written annual report to the state office 3 weeks prior to the FSNA Annual Conference for House of Delegates.
3. Submits article for *School Food in Florida* due to state office by February 1, if requested.

**March/April**

1. Attends the Legislative Action Caucus in Tallahassee.

**April/May**

1. Attends the Executive Board Meeting.
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.
3. Calls a committee meeting (email or conference call) to discuss the marketing needs for the coming year.

**June/July**

1. Transfers all files and records of office to incoming committee chair upon completion of term of office.
Membership Committee

The Chair of the Membership Committee shall be appointed by the President. This committee shall consist of up to seven (7) active members of the Association, one from each region (if possible), appointed for a period of three (3) years by the President, and subject to the approval of the Executive Board.

Responsibilities of the Membership Committee are as follows:

1. Recommends to the Executive Board policies and procedures pertaining to the implementation of a membership Plan of Action. Works closely with the Executive Director and staff liaison.
2. Promotes membership through Chapter Membership Chairs and assists chapter affiliates in developing membership drives. Works with Region Directors in this effort.
3. Analyzes membership trends and recommends appropriate action.
4. Develops and conducts leadership training in membership at FSNA Leadership Training, Region Seminars, the FSNA Annual Conference, and other appropriate meetings.

Membership Committee Chair’s Calendar:

**June (as incoming chair)**

1. Attends the FSNA Leadership Training and presents.
2. Begin working on transition with outgoing committee chair.

**August/September**

1. Attends the Executive Board Meeting and presents the Plan of Action.
2. Publicizes membership through School Food in Florida, stating the goals and achievements. Submits article to state office by September 1.
3. Make contact with committee members for them to contact local chapters within their regions on a quarterly basis.
4. Recommend wording for monthly newsletter done by FSNA staff.
5. Review the SNA Membership reports.
6. Review monthly chapter affiliate summary reports and contact districts that have declining membership.

**September/October/November**

1. Provides representation for committee at Region Seminars, if requested.
2. Recommend wording for monthly newsletter done by FSNA staff.
3. Review the SNA Membership reports.
4. Review monthly chapter affiliate summary reports and contact districts that have declining membership.

**November**

1. Sends a reminder to local membership chairs regarding membership dues and the deadline for 100% membership and certification awards.
2. Submits an article to School Food in Florida by November 1, if requested.
3. Recommend wording for monthly newsletter done by FSNA staff.
4. Review the SNA Membership reports.
5. Review monthly chapter affiliate summary reports and contact districts that have declining membership.

**January/February**

1. Attends Executive Board Meeting and presents a written progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.
2. Submits a written annual report to the state office 3 weeks prior to the FSNA Annual Conference for House of Delegates.
3. Recommend wording for monthly newsletter done by FSNA staff.
4. Review the SNA Membership reports.
5. Review annual chapter affiliate summary reports and contact districts that have declining membership.
6. Submits article to School Food in Florida by February 1, if requested.
March

1. Recommend wording for monthly newsletter done by FSNA staff.
2. Review the SNA Membership reports.
3. Review monthly chapter affiliate summary reports and contact districts that have declining membership.

April/May/June

1. Attend the Executive Board Meeting at Annual Conference.
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.
3. Recommend wording for monthly newsletter done by FSNA staff.
4. Review the SNA Membership reports.
5. Review monthly chapter affiliate summary reports and contact districts that have declining membership.

July

1. Transfers all files and records of office to incoming committee chair upon completion of term of office.
2. Recommend wording for monthly newsletter done by FSNA staff.
3. Review the SNA Membership reports.
4. Review monthly chapter affiliate summary reports and contact districts that have declining membership.
Nominating Committee

The Nominating Committee shall consist of the seven (7) Region Directors, two (2) Section Chairs, and the Nominating Committee Chair. Members of the committee shall not be eligible for nomination for any state office during their first year on the Nominating Committee.

The Chair of the Nominating Committee shall be appointed by the President upon the recommendation of the President-Elect and approval of the Executive Board. The term of office for the Chair shall be February 1 – January 31.

Responsibilities of the Nominating Committee shall be as follows:

1. Surveys Executive Board members, Region Directors-Elect, Committee Chairs, Past Presidents, and other members for potential candidates for the FSNA ballot.
2. Verifies the eligibility of potential candidates.
3. Selects no more than two (2) candidates for each office, except for the Sustaining Industry Partner (SIP) Representative, to be placed on the ballot in accordance with the Bylaws.

The rest of the information pertaining to this Committee may be found in the Nominating Committee Policies and Procedures Manual.
Nutrition Standards and Nutrition Education Committee

The Chair of the Nutrition Standards and Nutrition Education Committee shall be appointed by the President. This committee shall consist of up to seven (7) active members of the Association, one from each region (if possible), appointed for a period of three (3) years by the President, and subject to the approval of the Executive Board.

Responsibilities of the Nutrition Standards and Nutrition Education Committee are as follows:

1. Evaluates and interprets nutrition trends and developments.
2. Promotes an interest in and assists with the development of school nutrition standards and their implementation.
3. Recommends nutrition standards for child nutrition programs and creates an awareness of the need for nutrition education for all students in Florida’s schools.
4. Informs school administrators, faculty, students, school nutrition personnel, and the community of the values and needs of nutrition education and how to develop nutrition education programs. Works with Chapter Nutrition Chairs.
5. Promotes and assists with nutrition-related programs, projects, and activities which have educational benefits for children.
6. Promotes the organization of Student Wellness Advisory Councils (SWAC) throughout the state.
7. As liaison to the Student Wellness Advisory Councils (SWAC), assists them in organizing and maintaining a state network.
8. Studies and acts as an advisory committee on school-related nutrition programs.
9. Encourages the development of educational materials that provide sound nutritional information. Works with Industry/DOE to provide schools with sound nutrition education materials.
10. Contributes nutrition articles and reviews of current nutrition literature for publication in School Food in Florida and other related publications.
11. Works with Professional Development Committee on writing articles with test for certification in School Food in Florida.
12. Develops and conducts leadership training in nutrition education at FSNA Leadership Training, Region Seminars, the FSNA Annual Conference, and other meetings.

Nutrition Standards and Nutrition Education Committee Chair’s Calendar:

June (as incoming Chair)

1. Attends FSNA Leadership Training.
2. Begin working on transition with outgoing committee chair.

August/September

1. Attends the Executive Board Meeting and presents the Plan of Action.
2. Submits an article to School Food in Florida by September 1, if requested.

September/October/November

1. Provides representation for committee at Region Seminars, if requested.

January/February

1. Receives and judges the SWAC of the Year entries.
2. Attends the Executive Board Meeting and presents a progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.
3. Submits a written annual report to the state office 3 weeks prior to the FSNA Annual Conference for House of Delegates.

April/May

1. Attends Executive Board Meeting at Annual Conference.
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.

June/July

1. Transfers all files and records of office to incoming committee chair upon completion of term of office.
Professional Development Committee

The Chair of the Professional Development Committee shall be appointed by the President. This committee shall consist of up to seven (7) active, certified or credentialed members of the Association, one from each region (if possible), appointed for a period of three (3) years by the President, and subject to the approval of the Executive Board.

Responsibilities of the Professional Development Committee are as follows:

1. Supports national SNA education, certification, credentialing and continuing education by providing approved and appropriate training, education, continuing education, and promotional programs for the state.
2. Knows all current policies and procedures pertaining to the SNA certification and credentialing plan.
3. Informs and makes available to members an annual summary of developments relating to the national SNA certification plan.
4. Develops ideas for plans for professional growth of the membership, subject to the approval of the Executive Board.
5. Promotes and assists with programs and activities to improve school nutrition personnel standards and welfare.
6. Maintains liaison with appropriate state and federal agencies and professional associations and organizations.
7. Works with chapter affiliates’ Certification Chairs.
8. Works with Nutrition Standards and Nutrition Education Committee on writing articles with tests for certification credit to be published in *School Food in Florida*.
9. Develops and conducts leadership training in professional development at FSNA Leadership Training, Region Seminars, the FSNA Annual Conference, and other meetings.
10. Develops Florida Home Study courses.
11. Reviews, edits and updates Florida Home Study courses.
12. Reviews SNA monthly summary Certification reports.

Professional Development Committee Chair’s Calendar:

June (as incoming chair)

1. Attends the FSNA Leadership Conference.
2. Begin working on transition with outgoing committee chair

August/September

1. Attends the Executive Board Meeting and presents the Plan of Action.
2. Submits an article with test to *School Food in Florida* by September 1 (required).
3. Recommend wording for monthly newsletter.
4. Reviews SNA monthly summary Certification reports.

September/October/November

1. Provides representation for committee at Region Seminars, if requested.
2. Recommend wording for monthly newsletter.
3. Submits an article with test to *School Food in Florida* by November 1 (required).
4. Reviews SNA monthly summary Certification reports.

January/February

1. Attends the Executive Board Meeting and presents a progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.
2. Submits a written annual report to the state office 3 weeks prior to the FSNA Annual Conference for House of Delegates.
3. Recommend wording for monthly newsletter.
4. Submits an article with test to *School Food in Florida* by February 1 (required).
5. Reviews SNA monthly summary Certification reports.
April/May

1. Attends Executive Board Meeting.
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.
3. Recommend wording for monthly newsletter.
4. Reviews SNA monthly summary Certification reports.

June/July

1. Transfers all files and records of office to incoming committee chair upon completion of term of office.
2. Recommend wording for monthly newsletter.
3. Reviews SNA monthly summary Certification reports.
Public Policy and Legislative Committee

The Chair of the Public Policy and Legislative Committee shall be appointed by the President. This committee shall consist of up to seven (7) active members of the Association, one from each region (if possible), appointed for a period of three (3) years by the President and subject to the approval of the Executive Board.

Responsibilities of the Public Policy and Legislative Committee are as follows:

1. Conducts an annual assessment of legislative needs.
2. Develops and implements a Plan of Action with supporting budget, subject to Board approval, which meets the legislative needs of the Association.
3. Informs the membership of current legislative issues.
4. Develops legislative policy and positions for approval of the Executive Board and acts on behalf of the Association on legislative matters.
5. Assists chapter affiliates in the development of legislative strategies and Plans of Action.
6. Coordinates state legislative efforts with the SNA legislative activities and goals.
7. Informs and updates the Executive Board and chapter affiliates on legislation pertaining to child nutrition or related matters.
8. Develops and maintains a viable and effective communications network with allied groups for the immediate dissemination of legislative information.
9. Seeks support from allied groups to secure sound child nutrition legislative information.
10. Establishes rapport with members of the U.S. Congress and Florida Legislature and continuously informs them of the values and needs of child nutrition programs.
11. Organizes lobbying efforts for legislation to provide maximum federal, state, and local funds for the support of child nutrition programs.
12. Promotes legislation to assure optimum child nutrition programs and to improve and protect the status of child nutrition personnel.
13. Opposes legislation which is detrimental to the effectiveness of child nutrition programs.
14. Oversees planning of the FSNA Annual Legislative Action Caucus in Tallahassee and attends the LAC.
15. Attends and oversees Florida delegation for SNA Legislative Action Conference in Washington, DC.
16. Develops and conducts leadership training in legislation at FSNA Leadership Training, Region Seminars, the FSNA Annual Conference, and other appropriate meetings.
17. Evaluates, interprets, recommends, and responds to federal and state legislation and regulations.

Public Policy and Legislative Committee Chair’s Calendar:

June (as incoming chair)

1. Attends the FSNA Leadership Training and presents.
2. Submits a committee budget, when requested.
3. Begin working on transition with outgoing committee chair.
4. Begin planning a fall committee meeting/conference call to address strategies and objectives for the year. Will include incoming President, President-elect, lobbyist and Executive Director.
5. Work with Executive Director to plan dates, location and tentative agenda for Legislative Action Caucus.

August/September

1. Attends the Executive Board Meeting and presents the Plan of Action.
2. Submits an article to *School Food in Florida* by September 1, if requested.
3. Continue working with Executive Director on Legislative Action Caucus

September/October/November

1. Provides representation for committee at Region Seminars, if requested.
2. Continues planning for FSNA Legislative Action Caucus.
3. Submits an article to *School Food in Florida* by November 1, if requested.

November/December

1. Work with state office to obtain statistics from DOE for fact sheets.
2. Compile statistics and create fact sheets for distribution to state and national legislators.
January

1. Attends the Executive Board Meeting and presents a progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.
2. Submits a written annual report to the state office 3 weeks prior to the FSNA Annual Conference for House of Delegates.
3. Develops FSNA position paper or statement with FSNA contract lobbyist and Executive Director for FSNA Legislative Action Caucus.
4. Works with state office and DOE to provide delegates with national SNA and FSNA Issue Paper and Florida Fact Sheet for both legislative meetings.
5. Coordinates attendance of committee members at the national SNA Legislative Action Caucus.
6. Assigns members’ visits with legislators for both state and national. Delegates their committee members to make appointments with legislators in their region.
7. Completes program for FSNA Legislative Action Caucus.
8. Submits written annual report to the President and Executive Director 3 weeks prior to the FSNA Annual Conference.

February/March

1. Finalize all aspects of FSNA Legislative Action Caucus.
2. Submits an article to School Food in Florida by February 1, if requested.
3. Attends FSNA Legislative Action Caucus in Tallahassee.
4. Start preparing legislative update for Annual Conference.

April/May

1. Attends Executive Board Meeting at Annual Conference.
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.
3. Presents a legislative update at one of the Annual Conference General Sessions.

June/July

1. Transfers all files and records of office to incoming committee chair upon completion of term of office.
Resolutions and Bylaws Committee

The Chair of the Resolutions and Bylaws Committee shall be appointed by the President. This committee shall consist of up to seven (7) active members of the Association, one from each region (if possible), appointed by the President, and subject to the approval of the Executive Board.

Copied from FSNA Bylaws: Article X, Resolutions and Amendments

Section A. Method of Proposal. Resolutions shall be proposed in writing no later than February 15. Amendments to the Bylaws may be proposed in writing no later than November 1. Proposals may be made in any one of the following ways:

1. At the official request of a chapter affiliate.
2. By majority vote of the Executive Board.
3. At the official request of Association committees or advisory boards.
4. By written petition signed by 75 members of the Association.

Section B. Procedures for Bylaws Amendments. Amendments to the Bylaws may be adopted by two-thirds (2/3) vote of the members present at the annual meeting of the House of Delegates or by two-thirds (2/3) vote of the membership:

1. Provided the Chair of the Resolutions and Bylaws Committee receives the proposed amendments in writing on or before November 1, to be considered at the next FSNA Annual Conference.
2. Provided copies of the proposed amendments have been made available to all members of the Association through the Association’s publication, by direct mail, and/or on the Association website at least thirty (30) days prior to the FSNA Annual Conference or deadline for casting a vote.

Section C. Procedures for Resolutions.

1. All proposed resolutions to be considered at the FSNA Annual Conference shall be submitted to the Chair of the Resolutions and Bylaws Committee in writing, no later than February 15, prior to the FSNA Annual State Conference. Upon unanimous consent of the delegates, a resolution may be submitted from the floor of the House of Delegates.
2. Proposed resolutions to be considered by the House of Delegates shall be made available to all members of the House of Delegates thirty (30) days prior to the FSNA Annual Conference.
3. Adoption of proposed resolutions shall require a simple majority vote of the House of Delegates with the exception of resolutions dealing with changes in membership dues, the removal of an officer, and changes in the location of the Association office.
4. Resolutions which are in conflict with the Bylaws of the Association will not be presented to the House of Delegates.

Section D. Resubmission of Resolutions and Bylaws Amendments. Similar resolutions and/or amendments that have been submitted and defeated for two (2) consecutive years in the House of Delegates must skip a year before being reintroduced.

Responsibilities of the Resolutions and Bylaws Committee are as follows:

1. Encourages chapter affiliates to participate in formulating policies of the Association by submitting resolution and bylaw amendments for consideration on or before November 1.
2. Receives, reviews, edits, and coordinates all resolutions submitted by chapter affiliates and committee chairs. Resolutions are to be presented in the approved format and style and are to be consistent with the Bylaws.
3. Presents resolutions to the Executive Board for approval and appropriate action. The Executive Board shall determine which resolutions will be presented to the House of Delegates at the FSNA Annual Conference.

4. Reviews bylaw amendments proposed for the House of Delegates’ consideration. Amendments are to be presented in the approved format and style and be consistent with the Bylaws.

5. Advises House of Delegates of its recommendations.

6. Reviews the Bylaws annually to ensure that they are consistent with current philosophy and recommends changes.

**Resolutions and Bylaws Committee Chair’s Calendar:**

**June/July (as incoming Chair)**

1. Attends the FSNA Leadership Training and presents.
3. Begin working on transition with outgoing committee chair.

**August/September**

1. Attends the Executive Board Meeting and presents the Plan of Action.
2. Informs FSNA active members of process required for Bylaws revisions and Resolutions by submitting an article to School Food in Florida by September 1.

**September/October/November**

1. Provides representation for committee at Region Seminars, if requested.

**November**

1. Reviews all proposed amendments to Bylaws to be presented at the January Board meeting. Deadline for submission to state office is: November 1.

**January/February**

1. Attends the Executive Board Meeting and presents a progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.
2. Submits a written annual report to the state office 3 weeks prior to the FSNA Annual Conference for House of Delegates.
3. Presents proposed amendments to Bylaws to Executive Board at January board meeting for appropriate action.
4. Presents proposed resolutions received by the date of the Executive Board Meeting. Accepts proposed resolutions until February 15.
5. Submits proposed resolutions to state office for placement on FSNA website and/or publication in the next issue of School Food in Florida. Upon unanimous consent of the delegates, a resolution may be submitted from the floor of the House of Delegates.
6. Submits proposed revisions to the Bylaws that have been approved by the Executive Board to the state office for placement on FSNA website and/or publication in School Food in Florida.

**April/May**

1. Attends the Executive Board Meeting at FSNA Annual Conference.
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.
3. Attends House of Delegates and presents proposed resolutions and proposed Bylaws revisions for vote by delegates.
4. Provides state office with updated Bylaws if changes were made by House of Delegates in April/May meeting.

**June/July**

1. Transfers all files and records of office to incoming committee chair upon completion of term of office.
Scholarships and Awards Committee

The Chair of the Scholarships and Awards Committee shall be appointed by the President. This committee shall consist of up to seven (7) active members of the Association, one from each region (if possible), appointed for a period of three (3) years by the President, and subject to the approval of the Executive Board.

Responsibilities of the Scholarships and Awards Committee are as follows:

1. Reviews and updates Scholarships and Awards Manual on an annual basis, including recommendations to the Executive Board as to changes in the specific requirements of particular awards and/or proposes the creation of new awards.
2. Reviews and makes recommendations to the Executive Board on an annual basis as to the number and amount of scholarships that are to be distributed to applying members.
3. Coordinates due dates and judging of the awards.
4. Develops and conducts leadership training on scholarships and awards during FSNA Leadership Training, Region Seminars, the FSNA Annual Conference, and other appropriate meetings.
5. Reviews and selects recipients of awards that have been created and approved by the Executive Board.

Scholarships and Award Committee Chair’s Calendar:

April/May (as incoming chair)

1. Begin working on transition with outgoing committee chair, including reviewing and updating the Scholarships and Awards Manual.

June/July (as incoming chair)

2. Attends the FSNA Leadership Training and presents.
3. Send reminder of awards postmarked on or before August 1.

August/September

1. Attends the Executive Board Meeting and presents a Plan of Action.
2. Presents Scholarships & Awards Manual to Executive Board for approval.
3. Submits an article publicizing awards and scholarships to School Food in Florida by September 1.

September/October/November

1. Provides representation for committee at Region Conferences, if requested.
2. Sends a reminder to local membership chairs and local scholarships and awards chairs for dates and deadlines for recognition and awards.
3. Submits article or chart of due dates for Scholarships and Awards to School Food in Florida by November 1, if requested.

January/February

1. Attends the Executive Board Meeting and presents a progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.
2. Coordinates judging of awards with the committee after deadlines and submits listing of all entries to the state office for the conference program.
3. Coordinates with the Nutrition Chair, Public Policy and Legislative Chair, and Silver Circle Chair on awards and scholarships they judge.
4. Works with Executive Director on recognition of award winners during the FSNA Annual Conference program, identifying when specific awards will be presented.
5. Begins planning set-up for Resource Room at FSNA Annual Conference.
6. Sends list of all award submissions to the state office for placement in conference program.
7. Provides name, title, school, and county of all scholarships and awards winners to state office so appropriate plaques, medallions, or ribbons can be ordered.
8. Submits to School Food in Florida by February 1, if requested.
March

1. Submits written annual report to the President and Executive Director 3 weeks prior to the FSNA Annual Conference.

April/May

1. Attends Executive Board Meeting at Annual Conference
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.

June/July

1. Transfers all files and records of office to incoming committee chair upon completion of term of office.
2. Works with FS E/M chair in writing article highlighting one award winner in School Food In Florida by June 1.
Advisory Boards

There shall be the following advisory board(s) which shall consist of three (3) to five (5) members unless otherwise noted.

Past Presidents’ Advisory Board

The Chair of the Past Presidents’ Advisory Board shall be appointed by the President. This advisory board shall consist of all past presidents of the Association.

Responsibilities:

1. Monitors maintenance of Association history.
2. Serves as advisors to the President, Executive Board, Committees and other Advisory Boards.
3. Performs special tasks as requested.

Past Presidents’ Advisory Board Chair’s Calendar:

****Calendar to be developed throughout the year****
Silver Circle Advisory Board

The Chair of the Silver Circle Advisory Board shall be appointed by the President. This Board shall consist of three (3) to five (5) members who have twenty-five (25) or more years in school nutrition and/or who are retired and remain members of the Association.

Responsibilities of the Silver Circle Advisory Board are as Follows:

1. Serves as liaison between retirees and the Association and works to achieve common goals.
2. Coordinates activities of the chapter affiliates to include retirees.
3. Plans an activity for retirees to be held each year during the FSNA Annual Conference.
4. Serves as advisor to the President.
5. Encourage and assist local chapter affiliates to maintain and/or create local Silver Circle committee.

Silver Circle Advisory Board Chair’s Calendar:

June (as incoming Chair)

1. Attends the FSNA Leadership Training and presents.
2. Begin working on transition with outgoing committee chair.
3. Begins working with the President and Executive Director on activities for Silver Circle during FSNA Annual Conference. Works with Region Director Chair on Take a “Chance” Auction.

August/September

1. Attends the Executive Board Meeting and presents the Plan of Action.
2. Submits an article to School Food in Florida by September 1, if requested.
3. Encourage and assist local chapter affiliates to maintain and/or create local Silver Circle committee.

October/November

1. Provides representation for advisory board at Region Seminars, if requested.
2. Submits an article to School Food in Florida by November 1, if requested.

January/February

1. Attends the Executive Board Meeting and presents a progress report. Progress report should be sent to the state office 3 weeks before scheduled meeting.
2. Submits a written annual report to the state office 3 weeks prior to the FSNA Annual Conference for House of Delegates.
3. Submits an article to School Food in Florida by February 1, if requested.

March

1. Continues working with the President and Executive Director on activities for Silver Circle during FSNA Annual Conference. Continues working with Region Director Chair on Take a “Chance” Auction.

April/May

1. Attends Executive Board Meeting at FSNA Annual Conference.
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.

June/July

1. Transfers all files and records of office to incoming committee chair upon completion of term of office.
Sustaining Industry Partner (SIP) Advisory Board

Consists of members who represent technology, food manufacturing, equipment, food brokerage, and non-food supplies. The elected Sustaining Industry Partner (SIP) Representative will chair the Sustaining Industry Partner (SIP) Advisory Board.

Responsibilities of the Sustaining Industry Partner (SIP) Advisory Board are:
2. Works to achieve common goals of the Association.
3. Advises the President and Executive Director on issues for consideration.

See Executive Board Elected officers Sustaining Industry Partner Representative (SIP) for the Board Representative Responsibilities and calendar.
Section V

Executive Director

The Executive Director shall be employed under contract for, and on behalf of, the Association by the Executive Board pursuant to such terms and conditions as established in the official position description. This contract is approved by the Executive Committee. The term of employment coincides with the fiscal year of the Association.

The Executive Director is responsible to the Executive Board for the effective conduct of affairs of the Association. He/she performs responsibilities with respect to the Association’s mission, goals, objectives, and related policies. Within that framework, he/she organizes, coordinates, evaluates, and directs the staff of the Association headquarters.

Responsibilities of the Executive Director are as follows:

Committee and Chapter Support

1. Executes all decisions of the Executive Board by providing necessary liaison and staff support to committee chairs and members.

Communications

1. Informs the Executive Board on the conditions and operations of the Association.
2. Coordinates and executes a communication system which includes, but is not limited to, newsletters, emails, general mailings, and memos.
3. Supervises the Editor of the official publication, School Food in Florida.
4. Publishes the FSNA Directory and calendar of Association events on or before September 1 of each year.
5. Distributes ballots to all members for voting for officers, region directors, and section chairs.
6. Provides SNA Region Director and the SNA Executive Director with a list of newly elected officers within 15 days after election.
7. Sends appropriate notices and copies of the minutes to the Executive Board and the House of Delegates.
9. Liaison between the Executive Board and staff.

Administration

1. Manages the headquarters office.
2. Manages and evaluates headquarters staff for effective task performance.
3. Ensures the legal integrity of the Association by maintaining the charter and state requirements as evidenced by incorporation papers.
4. Maintains Association records in accordance with federal and state laws.
5. Supervises effective program of membership services.
6. Acts as guardian of the Association’s seal.
7. Safeguards minutes of all Executive Board and House of Delegates meetings.
9. Interprets and applies policies of the Association and the Executive Board.
10. Prepares performance standards for programming and manages work, personnel, money, and materials for the Association with Executive Board approval.

Finance

1. Manages the finances of the Association.
2. Assists the President and Treasurer in preparing and monitoring the annual budget and long range forecasts in conjunction with the Executive Committee.
3. Recommends, manages, and executes investments and contracts of the Association, as they are established by the Executive Board.
4. Supervises payment for allotted funds in accordance with procedure.
5. Supervises budget reports for timely dissemination and audit reports.
**Lobbyist**

1. Serves as governmental liaison and lobbyist for the Association.

**Meetings**

1. Coordinates FSNA Annual Conference of the Association and other meetings and seminars approved by the Executive Board. (See “Meetings Information” in Section I).
2. Supervises sale of conference exhibit hall space.
3. Attends all meetings of the Executive Board and House of Delegates.
FSNA EXECUTIVE DIRECTOR EVALUATION

The Executive Director shall be employed under contract for, and on behalf of, the Association by the Executive Board pursuant to such terms and conditions as established in the official position description. The term of employment coincides with the fiscal year of the Association.

The Executive Director is responsible to the Executive Board for the effective conduct of affairs of the Association. He/she performs responsibilities with respect to the Association’s mission, goals, objectives, and related policies. Within that framework, he/she plans, organizes, coordinates, and directs the staff of the Association headquarters.

Evaluation of the Executive Director is as follows:

5 Point Rating Scale
1 - Does not meet expectations
2 - Sometimes meets expectations
3 - Meets expectations
4 - Occasionally exceeds expectations
5 - Consistently exceeds expectations.

Committee and Chapter Support
____ 1. Executes all decisions of the Executive Board by providing necessary liaison and staff support to committee chairs and members.

Communications
____ 1. Informs the Executive Board on the conditions and operations of the Association.
____ 2. Coordinates and executes a communication system which includes, but is not limited to emails, newsletters, general mailing, and memos.
____ 3. Supervises the Editor of the official publication, School Food in Florida.
____ 4. Publishes the FSNA Directory and calendar of Association events on or before September 1st of each year.
____ 5. Distributes ballots to all members for voting for officers, region directors, and section chairs.
____ 6. Provides SNA Region Director and the SNA Executive Director with a list of newly elected officers within 15 days after election.
____ 7. Sends appropriate notices and copies of the minutes to the Executive Board.

Administration
____ 1. Manages the headquarters office.
____ 2. Manages and evaluates headquarters staff for effective task performance.
____ 3. Ensures the legal integrity of the Association by maintaining the charter and state requirements as evidenced by incorporation papers.
____ 4. Maintains Association records in accordance with federal and state laws.
____ 5. Supervises effective program of membership services.
____ 6. Acts as guardian of the Association’s seal.
____ 7. Safeguards the minutes of all Executive Board and House of Delegates meetings.

____ 8. Performs all other duties as assigned by the Executive Board.


____ 10. Interprets and applies policies of the Association and the Executive Board.

____ 11. Prepares performance standards for programming and manages work, personnel, money, and materials for the Association with Executive Board approval.

**Finance**

____ 1. Manages the finances of the Association.

____ 2. Assists the President and Treasurer in preparing and monitoring the annual budget and long range forecasts in conjunction with the Executive Committee.

____ 3. Recommends, manages, and executes investments and contracts of the Association, as they are established by the Executive Board.

____ 4. Supervises payment for allotted funds in accordance with procedure.

____ 5. Supervises budget reports for timely dissemination and audit reports.

**Lobbyist**

____ 1. Serves as governmental liaison and lobbyist for the Association.

**Meetings**

____ 1. Coordinates FSNA Annual Conference and other meetings and seminars approved by the Executive Board. (See “Meetings Information” in Section I.)

____ 2. Supervises sale of conference exhibit hall space.

____ 3. Attends all meetings of the Executive Board and House of Delegates.

Comments by Evaluator:________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

____________________________________________ ____________
Evaluator Date

Comments by Executive Director:_________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

_____________________________________________ ____________
Executive Director Date
Section VI

Association Advisor

The Administrator of the Florida Department of Education, Food and Nutrition Management Section, shall serve as Advisor to the Executive Board.

Advisor Calendar:

June
1. Attends FSNA Leadership Training & Board Orientation to become familiar Plan of Action for the year.

August/September
1. Attends the Executive Board Meeting and presents update from FL DOE FNM. Update should be sent to the state office 3 weeks before scheduled meeting.

January/February
1. Attends the Executive Board Meeting and presents an update from FL DOE FNM. Update should be sent to the state office 3 weeks before scheduled meeting.
2. Submits a written annual report to the state office 3 weeks prior to the FSNA Annual Conference for House of Delegates.

April/May
1. Attends Executive Board Meeting at Annual Conference and presents update from FL DOE FNM.
2. Attends the FSNA Annual Conference and presents quarterly report to the Executive Board and annual report to the House of Delegates. Reports should be sent to the state office 3 weeks before scheduled meeting.
Section VII

Financial Information

Expenses

The Executive Board sets limits within budgetary restraints for reimbursement of, and procedures for, expenditures by the Association staff and members of the Association who travel on official business. FSNA Executive Committee, Region Directors, and Committee Chairs should propose their budget requirements to be approved at the first Executive Board Meeting of the fiscal year. Atypical requests must be prior approved by the Executive Committee. When attending meetings at the expense of the Association, you are required to be in attendance at all scheduled meeting/seminar/conference functions, and will be available, as needed, to participate in or support other activities.

1. Executive Board. Expenses incurred by Executive Board members attending meetings of the Executive Board, meetings attended at the request of the President, and other meetings, as specified in the Policies and Procedures Manual of the Association, will be reimbursed by the Association at the current approved rates.

2. Region Directors. Expenses incurred by Region Directors attending meetings of the Executive Board are covered as described above. It has been customary for the Region Director not to request reimbursement for travel to his/her Region Seminar. Travel and meals may be claimed when visiting counties within a Region Director’s region. Expenses incurred by Region Directors in conducting the business of their office (phone calls, postage, paper for copies, etc.) will be reimbursed within limitations of the budget by the Association.

3. Committees and Advisory Boards. Expenses incurred by committee and advisory board members in conducting the business of the committee or advisory board will be reimbursed within limitations of the budget by the Association at the current approved rates.

4. FSNA Annual Conference Program Participants - Members. Transportation and meal costs will not be reimbursed for any member of the Association to attend the FSNA Annual Conference. However, expenses for the President and President-Elect including registration, travel, hotel, and meals are paid by the Association.

5. SNA Conference. Expenses incurred by Association representatives shall be reimbursed within limitations of the budget by the Association at the current approved rates.

Breakout of Budget Expenditures by Line Item

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7010</td>
<td>Miscellaneous Expenses</td>
</tr>
<tr>
<td>7020</td>
<td>Publication Printing</td>
</tr>
<tr>
<td>7021</td>
<td>Publication Postage</td>
</tr>
<tr>
<td>7022</td>
<td>Publication Production</td>
</tr>
<tr>
<td>7030</td>
<td>SNA Dues</td>
</tr>
<tr>
<td>7040</td>
<td>Accounting</td>
</tr>
<tr>
<td>7060</td>
<td>Sales Tax</td>
</tr>
<tr>
<td>7082</td>
<td>Banking Expenses</td>
</tr>
</tbody>
</table>

7110 SNA Annual Conference

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7111</td>
<td>President</td>
</tr>
<tr>
<td>7112</td>
<td>President-Elect</td>
</tr>
<tr>
<td>7113</td>
<td>Secretary/Treasurer</td>
</tr>
<tr>
<td>7114</td>
<td>Section Chair</td>
</tr>
<tr>
<td>7115.01</td>
<td>Region I Director</td>
</tr>
<tr>
<td>7115.02</td>
<td>Region II Director</td>
</tr>
<tr>
<td>7115.03</td>
<td>Region III Director</td>
</tr>
<tr>
<td>7115.04</td>
<td>Region IV Director</td>
</tr>
<tr>
<td>7115.05</td>
<td>Region V Director</td>
</tr>
<tr>
<td>7115.06</td>
<td>Region VI Director</td>
</tr>
<tr>
<td>7115.07</td>
<td>Region VII Director</td>
</tr>
<tr>
<td>7116</td>
<td>Executive Director</td>
</tr>
<tr>
<td>7117</td>
<td>Other Staff</td>
</tr>
</tbody>
</table>
Reimbursement includes: conference registration, travel, meals, and hotel (room and tax only). Any person whose presence is not required at the meeting and who shares the room must reimburse FSNA for his/her share of the room expense in advance. Secretary/Treasurer attends after completing first year in office. Administrative & Supervisory Section Chair attends after completing first year in office. Foodservice Employee/Manager Section Chair attends after completing first year in office. Region I, III, V and VII Directors attend in even years. Region II, IV and VI Directors attend in odd years. Louise Sublette Award Winner attends each year, if budget permits.

7120 Other SNA Conferences

7121 SNA National Leadership Conf.

Reimbursement provided to President-Elect, Incoming President-Elect, and the Executive Director. Reimbursement includes registration, travel, hotel (room and tax only), and meals, if budget permits. President may appoint another Executive Board member or Committee Chair to attend, if budget permits.

7122 SNA Legislative Action Conference

Reimbursement provided to the PP&L Committee, President, President-Elect, and the Executive Director. Reimbursement includes travel, hotel (room and tax only), and meal, if budget permits.

7200 Board Travel and Expenses

7230 President Any travel required by the office (not including Board Meetings and other approved meetings) and office supplies
7231 President-Elect Any travel required by the office (not including Board meetings and approved meetings) and office supplies
7234 Secretary/Treasurer Any travel required by the office (not including Board Meetings) and office supplies
7235 A/S Section Chair Travel to Region Seminars and office expenses
7236 FS E/M Section Chair Travel to Region Seminars and office expenses
7237.01 Region I Director Office expenses and travel within the region
7237.02 Region II Director Office expenses and travel within the region
7237.03 Region III Director Office expenses and travel within the region
7237.04 Region IV Director Office expenses and travel within the region
7237.05 Region V Director Office expenses and travel within the region
7237.06 Region VI Director Office expenses and travel within the region
7237.07 Region VII Director Office expenses and travel within the region

7300 Committees

7341 Nutrition Standards & Nutrition Education Committee
7341.1 Student Wellness Advisory Council (SWAC)
7342 Membership Committee
7343 Public Policy and Legislative Committee
7344 Resolutions and Bylaws Committee
7345 Nominating Committee
7346 Marketing Committee
7347 Professional Development Committee
7349 Scholarships and Awards Committee
7350 Silver Circle Advisory Board
7351 Past President’s Advisory Board

Travel for committee meetings and for Region Seminars. Any projects created by the committee. Committee Chairs should propose their budget requirements to be approved at the Summer Executive Board Meeting. Atypical requests must be prior approved by the Executive Committee.
7600 Executive Board Meetings

7621 Summer Executive Board Meeting
7631 Winter Executive Board Meeting

Reimbursement is provided to the Executive Board members, Region Directors-Elect, invited committee and advisory board chairs. Reimbursement includes travel, hotel (room and tax only), and meals. Rooms reimbursed by FSNA are to be shared with other Board members whenever possible. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

7700 Meetings, Conferences, and Seminars

7611 FSNA Leadership Training

Reimbursement is provided to the Incoming Executive Board members, Region Directors-Elect, invited committee and advisory board chairs, if budget permits. Reimbursement includes travel, hotel (room and tax only), and meals. Rooms reimbursed by FSNA are to be shared with other Board members whenever possible. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

7701 FSNA Legislative Action Caucus

Located in Tallahassee. All Association hotel related expenses such as meeting rooms, functions, etc., bus transportation between the hotel and Capitol building for lobbying. These costs are offset by registration. Expenses for the President, President-Elect, and PP&L Committee including registration, travel, hotel (room and tax only), and meals are reimbursed by the Association, if budget permits. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Region-Directors’ expenses are not paid by the Association. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

7705 Industry Seminar

All expenses related to Industry Seminar

FSNA Legislative Action Caucus

Located in Tallahassee. All Association hotel related expenses such as meeting rooms, functions, etc., bus transportation between the hotel and Capitol building for lobbying. These costs are offset by registration. Expenses for the President, President-Elect, and PP&L Committee including registration, travel, hotel (room and tax only), and meals are reimbursed by the Association, if budget permits. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Region-Directors’ expenses are not paid by the Association. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

7800 FSNA Annual Conference

7810 Cancellation Insurance
7812 Speakers/Entertainment
7813 AV Rental
7832 Program/Prospectus
7833 Supplies
7837 Conference Gift
7840 Meal Functions
7850 Banquet
7870 Exhibits
7880 Buses
7881 Staff/Guests/Travel
7884 Photography

Insurance for conference cancellation
Expenses for speakers’ fees and travel
Equipment needed for presentations and banquet
Typesetting, production and printing costs
Miscellaneous supplies needed for conference
Bag and gift cards
All meal functions, except Banquet, for the conference
Food, program, decorations, and entertainment for the banquet
Exhibit hall rental, booth setup, and other expenses relating to exhibits
Cost of off-site transportation when needed
Staff/Pres/Pres-elect expenses for conf. (includes planning trips prior to conf. & van rentals). Any expenses related to guests
Photos taken at Conference

FSNA Annual Conference
All Association hotel/convention center related expenses such as meeting rooms, functions, etc., are included. Expenses for the President and President-Elect including registration, travel, hotel (room and tax only), and meals are paid by the Association, if budget permits.

### 7900 State Office Expenses

- **7910 Computer**
  - Maintenance, website contract, software and internet
- **7920 Equipment Repair/Service**
  - Maintenance of other office equipment (Pitney Bowes, Phone)
- **7930 Telephone**
  - Monthly telephone expenses
- **7940 Postage**
  - All metered postage (except Publication), supplies
- **7953 Copies**
  - Copy machine expenses
- **7954 Office Supplies**
  - Supplies for the state office

### 7960 Staff/Contracted/Govt Expenses

- **7961 Salaries**
- **7962 Travel/Training**
  - Travel not covered elsewhere in budget; dues for professional associations; training
- **7963 Health Insurance**
- **7964 Work Comp Insurance**
  - Workers’ Compensation Insurance
- **7965 Disability**
  - Disability Insurance
- **7966 Federal Unemployment Tax**
  - FUTA
- **7967 Retirement Plan**
  - IRA
- **7968 D&O Liability Insurance**
  - Directors and Officers Insurance
- **7969 Legislative Support**
  - Lobbyist’s contract, Travel for Member Testimony
- **7992 SS, Med Tax**
  - Social Security, Medicare Taxes
- **7994 State Unemployment Tax**
  - State Unemployment Tax

### 7970 Building Expenses

- **7971 Utilities**
  - Water, electric, cable
- **7972 Maintenance/Repair/Other**
  - Janitorial, grounds, exterminators, fixtures, dues, Security
- **7973 Tax**
  - Building tax
- **7977 Liability Insurance**
  - Commercial liability insurance coverage
Procedures for Requesting Reimbursement

When attending meetings at the expense of the Association, you are required to be in attendance at all scheduled meeting/seminar/conference functions, and will be available, as needed, to participate in or support other required activities.

SNA Annual Conference: Reimbursement provided to FSNA President, President-Elect, Secretary/Treasurer, Section Chairs, Region Directors, and Louise Sublette Award Winner and includes conference registration, travel, meals, and hotel (room and tax only): Any person whose presence is not required at the meeting and who shares the room must reimburse FSNA for his/her share of the room expense in advance. Secretary/Treasurer attends after completing first year in office. A/S Section Chair attends after completing first year in office. FS E/M Section Chair attends after completing first year in office. Region I, III, V and VII Directors attend in even years. Region II, IV and VI Directors attend in odd years. Louise Sublette Award Winner attends each year, if budget permits.

SNA National Leadership Conference: Reimbursement provided to President-Elect, Incoming President-Elect, and the Executive Director. Reimbursement includes registration, travel, hotel (room and tax only), and meals, if budget permits. President may appoint another Executive Board member or Committee Chair to attend, if budget permits.

SNA Legislative Action Conference: Reimbursement provided to the PP&L Committee, President, President-Elect, and Executive Director. Reimbursement includes registration, travel, hotel (room and tax only), and meals, if budget permits.

Executive Board Meetings: Reimbursement is provided to the Executive Board members, Region Directors-Elect, invited committee and advisory board chairs, if budget permits. Reimbursement includes travel, hotel (room and tax only), and meals. Rooms reimbursed by FSNA are to be shared with other Board members whenever possible. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

FSNA Leadership Training: Reimbursement is provided to the Incoming Executive Board, Region Directors-Elect, invited committee and advisory board chairs. Reimbursement includes registration, travel, hotel (room and tax only), and meals, if budget permits. Rooms reimbursed by FSNA are to be shared with other Board members whenever possible. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

FSNA Legislative Action Caucus: Expenses for the President, President-Elect, and PP&L Committee including registration, travel, hotel (room and tax), and meals are reimbursed by the Association, if budget permits. Rooms reimbursed by FSNA are to be shared with other Board members whenever possible. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Region Directors’ expenses are not paid by the Association. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

FSNA Industry Seminar: Expenses for the President, President-Elect and A/S Section Chair including registration, travel, hotel (room and tax only), and meals are paid by the Association, if budget permits.

FSNA Annual State Conference: Expenses for the President and President-Elect including registration, travel, hotel (room and tax only), and meals are paid by the Association, if budget permits.

Region Seminars: It has been customary for Region Directors and committee members not to request reimbursement for travel to his/her Region Seminar. Expenses for the President and President-Elect including registration, travel, hotel (room and tax only), and meals are paid by the Association, if budget permits.

All other meetings, conferences, and seminar expenses: FSNA Board members should propose their budget requirements to be approved at the Summer Executive Board Meeting. Atypical requests must be prior approved by the Executive Committee.
Mileage and Meal Reimbursement

Automobile travel will be reimbursed at $.4450 per mile (subject to change) based on Florida Department of Transportation Official Map Mileage Chart ([http://www2.dot.state.fl.us/CityToCityMileage/viewer.html](http://www2.dot.state.fl.us/CityToCityMileage/viewer.html)). Meals are reimbursed at the following Florida reimbursement rate (subject to change):

- **Breakfast** – $ 6.00 – travel begins before 6 am and extends beyond 8 am
- **Lunch** – $11.00 – travel begins before 12 noon and extends beyond 2 pm
- **Dinner** – $19.00 – travel begins before 6 pm and extends beyond 8 pm

If a meal is provided at the meeting, that meal will not be reimbursed. Air fare, bus fare, road tolls, and taxi rates are reimbursed by providing the proper receipts.

Other Expenses

FSNA Board members should propose their budget requirements to be approved at the Summer Executive Board Meeting. Atypical requests must be prior approved by the Executive Committee.

**Telephone Calls:** Requisition is to be submitted showing when phone calls were made, to whom and subject/purpose discussed. A copy of the telephone bill indicating amount for each call is to be attached to the requisition.

**Postage:** Include the receipt furnished by the post office.

**DEADLINE FOR REIMBURSEMENTS - SUBMIT REQUISITIONS PROMPTLY ! ! !**

Reimbursement request should be submitted immediately after all receipts can be provided. Late requests and/or requests with no receipts can result in non-payment.
Florida School Nutrition Association, Inc.
Reimbursement Requisition Form

Requested by:________________________________________ Daytime Phone: (_____)________________

FSNA Position: ___________________________________________________________________________

Make check payable to: Name: __________________________________________________________

Address:_________________________________________________________

City, State, Zip: __________________________________________________________


Travel/Other Expenditures

Purpose of Trip/Requisition: __________________________________________________________________________

Departure Date & Time _______________________ Return Date & Time _____________________________

Please mark one: □ Round trip □ One way

Airfare: from _________________________to ________________________ Total Fare $ ______________

Mileage: from _________________________to _________________________

# of miles traveled ________________@ $.0445 per mile Total Mileage $ ______________

*FL Department of Transportation Official Map Mileage Chart*
http://www2.dot.state.fl.us/CityToCityMileage/viewer.html

Hotel: (original paid receipts are required)

Name of Hotel _____________________________________________ Total Hotel $ ______________

Meals

# of Breakfasts _________ @ $ 6.00 Total Breakfast $ ______________

# of Lunches __________ @ $11.00 Total Lunch $ ______________

# of Dinners __________ @ $19.00 Total Dinner $ ______________

Other Approved Expenditures-please receipts for tolls, postage, phone, etc. Total Other $ ______________

Total Reimbursement Requested $ ______________

Please refer to the back of this form or to the Policies and Procedures Manual, Section VII, Financial Information. All requests, unless in the Policies and Procedures Manual, must have prior approval at the first Executive Board Meeting of the fiscal year. All atypical requests must have prior approval by the Executive Committee. Reimbursement request should be submitted immediately after all receipts can be provided. Late requests and/or requests with no receipts can result in non-payment.

Please submit form and include paid receipts to FSNA, 124 Salem Court, Tallahassee, FL 32301 Phone: 850-878-1832 ● Toll Free 888-878-1832 ● Email: kclark@floridaschoolnutrition.org

SUBMIT REQUISITIONS PROMPTLY ! ! ! Revised August 2010
SNA Annual Conference: Reimbursement provided to FSNA President, President-Elect, Secretary/Treasurer, Section Chairs, Region Directors, and Louise Sublette Award Winner and includes conference registration, travel, meals, and hotel (room and tax only): Any person whose presence is not required at the meeting and who shares the room must reimburse FSNA for his/her share of the room expense in advance. Secretary/Treasurer attends after completing first year in office. A/S Section Chair attends after completing first year in office. FS E/M Section Chair attends after completing first year in office. Region I, III, V and VII Directors attend in even years. Region II, IV and VI Directors attend in odd years. Louise Sublette Award Winner attends each year, if budget permits.

SNA National Leadership Conference: Reimbursement provided to President-Elect, Incoming President-Elect, and the Executive Director. Reimbursement includes registration, travel, hotel (room and tax only), and meals, if budget permits. President may appoint another Executive Board member or Committee Chair to attend, if budget permits.

SNA Legislative Action Conference: Reimbursement provided to the PP&L Committee, President, President-Elect, and Executive Director. Reimbursement includes registration, travel, hotel (room and tax only), and meals, if budget permits.

Executive Board Meetings: Reimbursement is provided to the Executive Board members, Region Directors-Elect, invited committee and advisory board chairs, if budget permits. Reimbursement includes travel, hotel (room and tax only), and meals. Rooms reimbursed by FSNA are to be shared with other Board members whenever possible. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

FSNA Leadership Training: Reimbursement is provided to the Incoming Executive Board, Region Directors-Elect, invited committee and advisory board chairs. Reimbursement includes registration, travel, hotel (room and tax only), and meals, if budget permits. Rooms reimbursed by FSNA are to be shared with other Board members whenever possible. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

FSNA Legislative Action Caucus: Expenses for the President, President-Elect, and PP&L Committee including registration, travel, hotel (room and tax), and meals, if budget permits. Rooms reimbursed by FSNA are to be shared with other Board members whenever possible. Any person whose presence at the meeting is not required and who shares the room must reimburse FSNA for his/her share of the room expenses in advance. Region Directors’ expenses are not paid by the Association. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

FSNA Industry Seminar: Expenses for the President, President-Elect and A/S Section Chair including registration, travel, hotel (room and tax only), and meals are paid by the Association, if budget permits.

FSNA Annual State Conference: Expenses for the President and President-Elect including registration, travel, hotel (room and tax only), and meals are paid by the Association, if budget permits.

Region Seminars: It has been customary for Region Directors and committee members not to request reimbursement for travel to his/her Region Seminar. Expenses for the President and President-Elect including registration, travel, hotel (room and tax only), and meals are paid by the Association, if budget permits.

All other meetings, conferences, and seminar expenses: FSNA Board members should propose their budget requirements to be approved at the Summer Executive Board Meeting. Atypical requests must be prior approved by the Executive Committee.

Mileage and Meal Reimbursement: Automobile travel will be reimbursed at $.445 per mile (subject to change) based on Florida Department of Transportation Official Mileage Chart (http://www2.dot.state.fl.us/CityToCityMileage/viewer.html). Meals are reimbursed at the following Florida reimbursement rate (subject to change): Breakfast – $ 6.00 – travel begins before 6 am and extends beyond 8 am; Lunch – $11.00 – travel begins before 12 noon and extends beyond 2 pm; Dinner – $19.00 – travel begins before 6 pm and extends beyond 8 pm. If a meal is provided at the meeting, that meal will not be reimbursed. Air fare, bus fare, road tolls, and taxi rates are reimbursed by providing the proper receipts.

Other Expenses: FSNA Board members should propose their budget requirements to be approved at the Summer Executive Board Meeting. Atypical requests must be prior approved by the Executive Committee.

Telephone Calls: Requisition is to be submitted showing when phone calls were made, to whom and subject/purpose discussed. A copy of the telephone bill indicating amount for each call is to be attached to the requisition.

Postage: Include the receipt furnished by the post office.
**Florida School Nutrition Association, Inc.**

**Reimbursement Requisition**

Requested by: ________________________________________ Daytime Phone: (_____) ____________

FSNA Position: ___________________________________________________________________________________________

Make check payable to: Name: ____________________________________________________________________________

Address: _________________________________________________________________________________________________

City, State, Zip: _________________________________________________________________________________________

---

## Travel/Other Expenditures

**Purpose of Trip/Requisition:** ________________________________________________________________

**Departure Date & Time**: __________________________________ **Return Date & Time**: ______________________

Please mark one:  □ Round trip  □ One way

### Airfare:

- From __________________________ to __________________________
- Total Fare $ ______________

### Mileage:

- From __________________________ to __________________________
- # of miles traveled ____________________________ @ $0.0445 per mile
- Total Mileage $ ______________

*FL Department of Transportation Official Map Mileage Chart ([http://www2.dot.state.fl.us/CityToCityMileage/viewer.html](http://www2.dot.state.fl.us/CityToCityMileage/viewer.html))*

### Hotel:

- Name of Hotel ______________________________________________
- Total Hotel $ ______________

### Meals

- # of Breakfasts _______________ @ $ 6.00
- Total Breakfast $ ______________

- # of Lunches _______________ @ $11.00
- Total Lunch $ ______________

- # of Dinners _______________ @ $19.00
- Total Dinner $ ______________

### Other Approved Expenditures

- Please receipts for tolls, postage, phone, etc.
- Total Other $ ______________

---

**Total Reimbursement Requested $ ______________**

---

Please refer to the back of this form or to the *Policies and Procedures Manual*, Section VII, Financial Information. All requests, unless in the *Policies and Procedures Manual*, must have prior approval at the first Executive Board Meeting of the fiscal year. All atypical requests must have prior approval by the Executive Committee. Reimbursement request should be submitted immediately after all receipts can be provided. Late requests and/or requests with no receipts can result in non-payment.

---

Please submit form and include paid receipts to FSNA, 124 Salem Court, Tallahassee, FL 32301

Phone: 850-878-1832  ●  Toll Free 888-878-1832  ●  Email: kclark@floridaschoolnutrition.org

**SUBMIT REQUISITIONS PROMPTLY ! ! !**

Revised August 2010