The President-Elect shall be elected annually, serve one (1) year, shall have had previous Board or FSNA Committee Chair 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 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 Board and the Executive Committee.
5. Serves as presiding officer and performs the duties of the President in the absence of the President.
6. Represents the Association at the request of the President. Performs other duties as requested or as assigned by the President.
7. Submits reports of activities to the Board and state office.
8. Represents FSNA at the SNA House of Delegates.

**President-Elect’s Calendar**

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

* Works with President, Secretary/Treasurer, and Executive Director on preparing a budget for FSNA for the following year.
* Begin work on State Plan of Action for SNA
* Attends SNA Leadership Conference.
* Announces **theme/focus** for the year at the FSNA Leadership Training and is installed as President. 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.
* Reviews responsibilities with Region Directors in cooperation with Region Director Chair at FSNA Leadership Training.
* Begin work on logo/theme. Provide ideas to Executive Director. Executive Director will send to Excel Decorators (Brandt) for design and will act as liaison between President-Elect and designer.
* Choose song to use with theme (optional)
* Serve on Annual Conference and Expo planning taskforce.

**August/September (Term of office officially begins August 1)**

* Work with President, A/S Chair/Chair-Elect, SIP Rep/SIP Rep-Elect and staff on Expo
* Serve on Annual Conference and Expo planning taskforce.
* Attend August Board meeting (date should be announced at the Board meeting at Conference

**October/November/December**

* Attends FSNA Annual Conference and Expo.
* Presides at FSNA House of Delegates
* Continue work on Spring Conference Planning
* Continues to review Region Directors’ responsibilities in cooperation with Region Director Chair.

**January**

* Attends the Board Meeting and presents update on Plan of Action. Update should be sent to the state office three (3) weeks before scheduled meeting.
* Submits recommendation for Chair of Nominating Committee to President and state office to be placed on the January Board Meeting Agenda for approval.
* Selects committee chairs and presents to Board for approval.
* Begins working on FSNA Leadership Training by drafting a tentative agenda and contacting Board members to present.

**February**

* Attends FSNA LAC
* Continues working on FSNA Leadership Training with state office.
* Recruit members to fill committee and advisory board positions.

**March**

* Presidents Awards Deadline: March 1
* Judge Presidents Awards Submissions (President also does this). Needs to be done asap after March 1 deadline
* Attends the FSNA Legislative Action Caucus in Tallahassee (may be in Feb or April)
* Attends the SNA Legislative Action Conference in Washington, D.C. (may be April/May)
* Continues working on FSNA Leadership Training with state office
* Continues recruitment for committee appointments.

**April/May**

* Attend SNA LAC
* FSNA Awards Deadline: April 15
* Attend SNA Leadership Conference as Incoming President You probably want to go out early for pre-conference sessions.
* Complete State Initiatives (State Plan of Action)
* Complete President Awards Initiatives (can use your state initiatives as template)
* Work with staff on Leadership Conference agendas and sessions including Board Orientation
* Budget Prep meeting with staff, Secretary/Treasurer and incoming President-Elect
* Attends the SNA National Leadership Conference.
* Begins working on Plan of Action for coming year.
* Submits names of committee members and advisory board members to the Board for approval.
* Begins preparing a budget for FSNA for the following year in conjunction with the incoming President-Elect, Secretary/Treasurer, and Executive Director.
* Begins preparing a budget for FSFS Foundation for the following year in conjunction with the incoming President-Elect, Treasurer, and Executive Director.
* Attends Board meeting
* 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 Board Meetings.

**June/July**

* Attend FSNA Leadership Conference (date and location TBA)
* Presides at FSNA Leadership Training in June and presents the local chapter Initiatives for the year.
* Submits President-Elect message to School Food in Florida by June 1.
* Work with Executive Director on August Board meeting agendas
* Finalize FSNA Budget
* June 1: Deadline for “Message from Incoming President” column for Summer FSNA Magazine
* Attends the SNA Annual National Conference
* Transfers all files and records of office to incoming President-Elect upon completion of term of office on July 31st

**THINGS THE FSNA INCOMING PRESIDENT NEEDS TO DO!**

**As President-Elect, over the course of the year, you need to:**

1. Start thinking about what your “LOGO” will be.
2. You will need to make notes at each FOUNDATION BOARD meeting, because you will be giving a report of this meeting to the Board. (It needs to be a written report.)
3. You will be the CHAIR of the House of Delegates. You need to be in the room at least 30 minutes prior to the start time, to check out the microphones, last minute notes, etc.
4. During this year, you should be writing a speech for your installation.
5. Attend SNA Leadership Conference. This is where you will learn about your responsibilities as President and about creating the State Plan of Action. Consider what you would like some of your “INITIATIVES” to be, and how will they be attained.
6. Before the end of your year as President-Elect, you will need to try to fill as many committee vacancies as possible. You will be given LOOKING FOR LEADERS forms to use in filling the committee vacancies. Each committee should be represented by all Regions. You will need to ask someone to be the “CHAIR”. This person should be in their 2nd or 3rd year on the committee.
7. Be thinking about what type of “bag” you want to give conference attendees. Be sure to work closely with FSNA staff in doing this
8. Familiarize yourself with the other Board positions.

**As President, you need to:**

**CONFERENCE**

1. Chair the Foundations Board meeting.
2. Chair the Board meeting.
3. You will need to be at **ALL** the general sessions 15-20 minutes early. This gives you time to check out the sound system, etc.
4. You will introduce the keynote speaker for each of these sessions.
5. If awards are going to be given, you will need to introduce the CHAIR of the S & A committee, and members of the committee. The Chair will then announce the winners. You will need to stay on stage to congratulate the winners and for picture taking.
6. You will need to attend all networking and special events associated with the Conference for that year.

**POST CONFERENCE**

1. Be prepared to write a message **by June 1st** for the next School Food in Florida magazine.
2. Finalize your initiatives. Your state Executive Director can help you with these.