The President shall serve for a one (1) year term and be the Chief Elected Officer of the Association. The President serves as Chair of the Board and the Executive Committee 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.

**Responsibilities of the President:**

1. Prepares an agenda and presides at all Board and Executive Committee Meetings.
2. Presides at meetings of the Association.
3. Appoints, subject to the approval of the Board, chair and members of committees and advisory boards, with the exception of the Nominating Committee.
4. Submits recommendations to the Board to fill committee and Board vacancies that may occur during the year.
5. Develops and implements a Plan of Action based on the SNA Plan of Action (& the current FSNA Strategic Plan).
6. Acts as liaison between SNA, FSNA, and the state affiliated chapters.
7. Attends Annual National Conference, FSNA LAC, FSNA LEAD Summit, and FSNA Leadership Training.
8. Serves as a state delegate to the SNA House of Delegates at the Annual National Conference.
9. Submits to SNA appropriate information and reports for state achievement awards.
10. Coordinates with the Executive Director:
11. Planning for all FSNA events.
12. SNA affiliation requirements.
13. Reviews fiscal reports and audits prior to board meetings.
14. Transmits to the Board all recommendations and actions taken by the House of Delegates. Follows up on actions taken.
15. Attend FSNA Annual Conference and may submit or present a report at the FSNA House of Delegates.
16. Collaborates with and keeps the President-Elect informed in order to establish continuity of activities and association goals.
17. Performs an annual evaluation of the Executive Director, in collaboration with the immediate past president and the president elect.
18. Represents the Association in policy matters.
19. Coordinates activities of the Board with the Association office.

**ANNUAL CONFERENCE**

1. Chair the Board meeting.
2. You will need to be at ALL the general sessions 15-20 minutes early. You will receive a detailed script to guide you as you preside over the sessions.
3. You may or may not be responsible for introduce the keynote speaker for each of these sessions.
4. If awards are going to be given, you will need to introduce the CHAIR of the S&A committee. The Chair will then announce the winners. You will need to stay on stage to congratulate the winners and for picture taking.
5. 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.

**PRESIDENT’S CALENDAR**

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

**August/September**

* Attend and preside over August executive committee budget workshop and board meeting (in person, generally in Central Florida.)
* Serve on Annual Conference and Expo planning taskforce.
* Choose Expo/Annual Conference Bag
* Chose a theme for the year or for the annual conference to be revealed at the Leadership Training.
* Determine SNA House of Delegates Florida Delegates (usually try to have the individuals FSNA pays to attend SNA serve as delegates)
* September 1: Deadline for “Message from the President” column for Fall FSNA Magazine

**October/November**

* Attend Annual Conference and Expo (generally plan to arrive Wednesday). President Elect supports the President’s activities and helps at registration and other areas as needed. See Conference Duties for more detail.
* National School Lunch Week.
* Farm to School Month.
* Participate in LAC planning meetings with PP & L Committee – as schedule allows.
* November 1: Deadline for “Message from the President” column for Winter FSNA Magazine

**December/January**

* December 15: Deadline to submit State Affiliate Plan of Action to SNA FSNA office closed last two weeks of December.
* Board Meeting via Go To Meeting – mid to late January – add to calendar. In collaboration with Exec Director, prepares written agenda.
* May request that committee chairs and section chairs submit a report to the Board on activities and progress on the Strategic Plan.
* Participate on LEAD Summit and Leadership Training planning taskforces.
* Work with FSNA Staff to select dates/location for FSNA Leadership Conference
* Start plans for FSNA Annual Conference.

**February/March**

* Sends President’s message to *School Food in Florida* by February 1.
* Attends FSNA Legislative Action Caucus in Tallahassee.
* Judge FSNA Presidents Awards Submissions with President-Elect. Needs to be done asap after March 1 deadline. Deadline for chapter leaders to submit: March 1.
* Judge SNA Awards submissions for Employee, Manager and Director of the Year with Pres.
* SNA state award winners due to SNA by: March 15
* Attend SNA LAC in Washington DC
* March – National School Breakfast Week.
* Keep in touch with Legislative Chair and keep abreast of legislative issues.
* Serve on, or follow, Professional Development Committee Conference Planning as they work on the Annual Conference educational program.
* February 1: Deadline for “Message from the President” column for Spring FSNA Magazine

**April/May**

* Serve on Annual Conference and Expo planning taskforce.
* Attend LEAD Summit/FDACS Directors Meeting
* Appoint Nominating Committee Chair
* Attend SNA National Leadership Conference
* Register and Prep for SNA ANC
* State President must submit State Affiliate Year-End Report to SNA headquarters
* State President must submit ANC State Recognition Form to SNA headquarters.

**June/July**

* Send SNA President’s Award application to Southeast Region Director by June 1.
* Attend FSNA Leadership Training
* Final Board meeting of current board. Budget workshop for upcoming year.
* Evaluate the Executive Director.
* President Elect is installed as President – even though term has not yet begun.
* Attend SNA Annual Conference. Current State Presidents are recognized on stage at Awards Ceremony and the Opening General Session. Serve as delegate and coordinate with the Florida delegation one hour prior to meeting (may need to discuss before ANC if mega issue)
* June 1: Deadline for “Message from the President” column for Summer FSNA Magazine
* Transfer all files and records of office to incoming President upon completion of term of office.