**Region Director**

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 elected in staggered terms as follows: Odd years: II, IV, VI and Even Years: I, III, V, VII. Region Directors are voting members of the Board. Elects are non-voting members of the Board.

Responsibilities

1. Promotes and carries out the association's state plan and strategic plan initiatives.
* These initiatives vary from year to year based on the State Plan, the Strategic Plan and other issues that come before the FSNA Board of Directors.
* Uses the President-Elect as a resource for the interpretation of the President’s Plan of Action.
* Reads and thoroughly understands the FSNA Bylaws.
* Maintains Region Custodial Account, and all supporting documents.
* Trains the Region Director-Elect by involving him/her in all region activities

2. Judges the Jane Wynn award.

3. Acts as Chapter Liaison to the Board of Directors.

* Expresses the views of chapter affiliates when evaluating or voting on issues
* Communicates with chapter affiliates on a regular basis
* Attends at least one chapter meeting or event per year

4. Promotes membership.

* through Chapter outreach
* presentations at district meetings
* through State Plan and Strategic Plan initiatives

5. Chapter Support

* Maintains contact with Chapter Presidents. Sends an email or letter of introduction after becoming a Region Director; and supports and promotes chapter affiliate meetings and events.
* In the letter of introduction encourages all Chapter Presidents to submit Chapter Chatter articles, covering chapter activities to School Food in Florida. Deadlines for articles are: September 1 (Fall issue), November 1 (Winter issue), February 1 (Spring issue), and June 1 (Summer issue).

6. Participates on the Nominating Committee.

* Surveys chapters and provides recommendations to President-Elect on appointments to committees and advisory boards
* Provides recommendations to the Nominating Committee for ballot consideration.
* Calls and emails potential candidates to discuss board service.

7. Participates on the Scholarships and Awards Committee.

* Judges Scholarships and Awards Submissions
* Encourages members to apply for scholarships and awards.
* Assists with the Scholarships & Awards Program as needed.

8. Attends the FSNA Leadership Training.

* Region Directors may be asked to provide a training or carryout an activity. Travel expenses are covered by FSNA.

9. Attends Board Meetings (2 – 3 online and 2 face to face)

* Represents their Region in the discussion and decision making process
* Participates in discussion and decision making process relative to the position they hold in their district/cafeteria.
* Board meeting travel expenses are covered as per the current approved FSNA Travel Policy.
* Works on board projects if applicable

10. Attends FSNA Annual Conference

* Serves on the Annual Conference Planning Taskforce
* Attends VIP Reception
* Participates in House of Delegates
* Region Directors must pay for their own travel to the annual conference or gain district support for their travel.

11. Attends SNA Annual Conference after completing first year of service.

* Represents FSNA at the SNA Delegate Assembly
* Expenses are covered as per the current approved FSNA Travel Policy and the annual budget.

12. Organize and manage the FSFS Foundation fundraiser

* Participate in planning meetings
* Help to secure items for auction
* Promote participation in auction
* At the FSNA Annual Conference, sell tickets or work at auction.

**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. The Chair is voted on by the outgoing Region Directors and incoming Region Directors.

**Responsibilities of the Chair of the Region Directors are as follows:**

1. Oversees and assists the other Region Directors.
2. Conducts a meeting for Directors and Directors-Elect at Board Meetings and FSNA Leadership Training to provide information, discussion, and training.
3. Assist state office in getting local chapter/affiliate directories.
4. Coordinates FSFS Foundation fundraiser at Annual Conference with Region Directors

**Region Directors’ Calendar**

**August/September**

1. Attends Board Meeting
2. Works with state office in developing FSFS Foundation fundraiser brochure.
3. Assists with soliciting donations for the FSFS Foundation fundraiser.
4. Sends congratulatory and introductory letters or makes phone calls to Chapter Presidents.

**October/November**

1. Attends FSNA Annual Conference, including House of Delegates and Board meeting.
2. Assists with all aspects of the FSFS Foundation fundraiser at the Annual Conference.

**January/February**

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

**April/May/June**

1. Sends nominations for all state officers, Directors-Elect, and Section Chairs to the Chair of the Nominating Committee by April 15.
2. Attends FSNA Leadership Training.
3. Serves on the FSNA Awards Committee, including judging awards submissions.
4. FSNA Awards Deadline: April 15th. Judging must be completed soon after.

**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.

**Region Director Elects**

The Region Director Elect serves a one (1) year term and succeeds to the office of Region Director on August 1 of the following year; or in the case of vacancy in that office and serves until the end of the third year after that vacancy occurs. The Responsibilities of the Region Director Elect are the same as those of the Region Director with the exception of attending the SNA Annual Conference and the “Elects” do not vote.

Responsibilities

1. Studies the duties and responsibilities of the Region Director.

2. Assists the Region Director in promoting membership.

* through Chapter outreach
* presentations at district meetings
* through State Plan and Strategic Plan initiatives

3. Participates on the Nominating Committee.

* Provides recommendations to the Nominating Committee for ballot consideration.
* Calls and emails potential candidates to discuss board service.

4. Attends the FSNA Leadership Training

* Travel expenses are covered by FSNA.

5. Attends Board Meetings

* Participates in various initiatives determined by the board.
* Board meeting travel expenses are covered as per the current approved FSNA Travel Policy.

6. FSNA Annual Conference

* Serves on the Annual Conference Planning Taskforce
* Attends VIP Reception
* Participates in House of Delegates
* Region Director Elects must pay for their own travel to the annual conference or gain district support for their travel.

7. Assists with the FSFS Foundation fundraiser

* Participate in planning meetings
* Help to secure items for auction
* Promote participation in auction
* Sell tickets or work auction at FSNA Annual Conference.

8. Participates on the Scholarships & Awards Committee

* Encourage members to apply for awards.
* Assist with the Scholarships & Awards Program as needed for example fill in for Director who can’t take part in the judging meeting/ session.