

DUTIES OF OFFICERS**A. President**

Purpose – To serve as chief executive officer of the Association and provide leadership to move the Association forward.

Responsibilities:

1. Serve as chief executive officer of the Association, Chairperson of the Executive Board, and ex-official member of all Committees for one year and shall hold office until the installation of new Officers.
2. Preside at all meetings of the Association; preside at the House of Delegates, and all Executive Committee and Board meetings, prepare agendas, and observe Parliamentary procedure.
3. Represent MSNA as a delegate to the House of Delegates of SNA.
4. Appoint the Chairpersons and approve Committee members of any Special Committee, except as provided in the constitution or by vote of the Executive Board. (Appoint Past President as Chairperson of the Historical Committee.)
5. See that all actions of the Executive Board are carried out.
6. Serve as a member of the Budget Committee.
7. Represent MSNA at local chapter meetings as requested.
8. Represent MSNA at meetings of other professional organizations as requested.
9. Serve as a communications liaison between MSNA and SNA.
10. Represent the Association at any State or area workshops presented for the membership of the Association.
11. Appoint Chairpersons of Standing Committees.
12. Recommend appointments to the Executive Board for any replacement of Officers or Committee Chairpersons who resign prior to the expiration of their term.

Activities:

1. Receive from the outgoing President, records and materials pertaining to the business of MSNA.
2. See that the Association's Program of Work is carried out and submit reports to SNA as required.
3. Take action on all correspondence received from SNA or others.
4. Hold an Executive Committee meeting two or three weeks prior to each Executive Board meeting.
5. Approve materials to be sent out in the name of the Association.
6. Write an article for each issue of the newsletter.
7. Review financial reports and assure that budgetary constraints are followed.
8. Prepare and submit an annual report to the members of MSNA at the business meeting held during the annual House of Delegates meeting.
9. Prepare and submit an annual report to SNA.
10. Make appropriate travel arrangements for members to attend SNA annual National convention.
11. Hold office until the installation of new Officers.
12. Arrange for a location for the Executive Board meetings in accordance with the established schedule. Arrange for the serving of lunch during Executive Board meetings.

B. President-Elect

Purpose – To assure continuity in leadership of the Association and to provide for a smooth transition into the office of President.

Responsibilities:

1. Serve for one year. At the close of the year in office, after election, automatically become President. Succeed to the office of President in the case of vacancy in that office and then serve as President until the term of office to which elected is completed.
2. Serve as a member of the Association's Executive Board and House of Delegates.
3. Serve as delegate to the House of Delegates of the SNA.
4. Serve as Chairperson of the Program Committee for the Annual Convention. (See appropriate description for duties and responsibilities.)
5. Perform the function of the office of President in his/her absence.
6. Attend all Executive Committee and Executive Board meetings of the Association.
7. Prepare to assume the office of President.
8. Serve as a member of the Budget Committee.
9. Serve as Chairperson of the Sunshine Committee.
10. Plan, coordinate, and facilitate the annual Leadership Training Workshop during which time the Plan of Action for the ensuing year is presented to affiliate chapters. Apply for approval for certification credits and follow up with information to local chapters.
11. Represent the Association as requested by the President.
12. Fulfill other duties as requested by President.
13. Prepare and present appropriate reports to the Executive Board and House of Delegates.

Activities:

1. Chair the Convention Committee and hold meetings with its members to see that all Annual Convention activities and arrangements are coordinated.
2. Appoint Chairperson of Standing Committees preceding the joint meeting of the outgoing and incoming boards.
3. Plan Program of Work for term of office as President.

C. Secretary

Purpose – To keep accurate records from each meeting with definite information of all correspondence and actions involved.

Responsibilities:

1. Serve for two years.
2. Send copy of all minutes to the Executive Secretary at least two weeks before the meeting so they can be included with other information being sent to participants.
3. Keep correct records of all procedures of each meeting and file in permanent record.
4. Attend all Executive Board, Executive Committee and Convention Committee meetings.
5. Be responsible for all delegated duties at the House of Delegates during the Annual Convention.

Activities:

1. Conduct correspondence at the direction of the President.
2. Be responsible for all delegated duties at the House of Delegates Meeting during the Annual Convention.

D. Treasurer

Purpose – To handle all financial affairs of the Association.

Responsibilities:

1. Serve for two years.
2. Serve as a member of the Executive Board and the Executive Committee.
3. Receive immediately, maintain and have custody of all funds.
4. Keep full and accurate accounts of all receipts and disbursements in books belonging to the Association.
5. Serve as a Chairperson of the Budget Committee, and notify the Chairperson of other Committees of the amount of money budgeted for use of that Committee.

Activities:

1. Write and sign checks and pay all bills, with proper invoices, which have been approved by the President.
2. At each meeting during the year, present a detailed report of all income and expenses.
3. Render an audited account at each annual meeting of the Association and at the end of his/her term of office.
4. Perform such other duties as the President may from time to time request.

E. Advisor (Chief of Nutrition and Transportation Services Branch)

Purpose – To provide advice and guidance in matters affecting the Association.

Responsibilities:

1. Attend Executive Committee meetings.
2. Attend Executive Board meetings.
3. Attend House of Delegates meeting.
4. Recommend appropriate action to the Executive Committee and the Executive Board.

Activities:

1. Evaluate Committee recommendations.

F. Past President

Purpose – To serve in and advisory capacity to the Executive Board and the Executive Committee.

Responsibilities:

1. Serve on the Executive Board and the Executive Committee.
2. Serve as Chairperson for the Nominating Committee.
3. Serve as Chairperson for the Historical Committee.

Activities:

1. Assist members with information that would be beneficial to promote the Association.
2. Prepare a slate of Officers.
3. Prepare information for the MSNA newsletter to inform the membership about the ballot.

G. Parliamentarian

Purpose – To help to conduct meetings in a business-like way. To assist the President whenever possible and help others whenever asked for information concerning business procedures.

Responsibilities:

1. The Parliamentarian shall be appointed by the President to serve for one year and shall assist the President to conduct meetings in a business-like manner, and rule on questions concerning Parliamentary procedure.
2. The Parliamentarian shall serve without voting privileges.

Activities:

1. The Parliamentarian shall keep in possession at all times an updated copy of *Sturgis* and a copy of the MSNA Constitution and Bylaws.

STANDING COMMITTEES

A. Awards Committee

Heart of the Program Award

Purpose – To select the Maryland winner for the Heart of the Program Award.

Responsibilities:

1. Publicize the availability of the Heart of the Program Award.
2. Participate in selecting the recipient and present the Heart of the Program Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapter presidents on the availability of the Heart of the Program Award with the required deadline information. Inform chapters that the application can be found on the MSNA website.
2. Establish and participate on a Committee to evaluate the applications and select a winner according to the published criteria.
3. Prepare presentation to be made at the annual convention and make the presentation.
4. Arrange with the President to see that the Maryland winner is entered into any National competition.

Send letters of congratulations to all entrants.

Louise Sublette Award

Purpose – To select the Maryland winner for the Louise Sublette Award.

Responsibilities:

3. Publicize the availability of the Louise Sublette Award.
4. Select the recipient and present the Louise Sublette Award at the Annual State Convention.

Activities:

5. Prepare and distribute information to chapter presidents on the availability of the Louise Sublette Award with the required deadline information. Inform chapters that the application can be found on the website.
6. Collect completed applications for the award.
7. Select a Committee to evaluate the applications and select a winner according to the published criteria.
8. Purchase gift to be given to the Maryland award winner.
9. Prepare presentation to be made at the annual convention and make the presentation.
10. Arrange with the President to see that the Maryland winner is entered into any National competition.
11. Send letters of congratulations to all entrants.

LOUISE SUBLETTE AWARD OF EXCELLENCE

Each year SNA honors food service workers with the Louise Sublette Award, an award that is considered the highest honor a food service worker can earn. It recognizes the importance of those closest to the school food service program, the managers and food service assistants.

Background

The award is named in memory of Louise Sublette, a leader in school food service programs in Tennessee and in SNA. During her 43 years in the profession she worked with many areas of food service –public schools, colleges, hospitals, and elderly feeding programs.

Her name is given to this high award because throughout her life, Louise Sublette emphasized that the success of school food service depends upon those people who work in school kitchens.

The Award

Single unit members of SNA know that every special idea they use often improves the child nutrition program in their school. The award is given to the person who has taken a special idea, developed it into a goal and used that goal to help the school's nutrition program grow. By sharing these "success stories" good ideas can spread across the country and make school food service programs better.

Why May Apply

Only single unit section members may apply for this award. A single unit section member is one who is assigned to one school or to a central kitchen that serves more than one school. The person may have responsibilities for more than one school but cannot be employed as a supervisor on a system-wide basis.

Recognition

State, regional and national winners are recognized at SNA's Annual National Conference. State winners receive a plaque and regional winners a plaque and \$100. Regional winners are recognized at a general session at national conference where the national winner is announced. The national winner is awarded a plaque and an expense-paid trip to the next year's ANC.

LOUISE SUBLETTE AWARD ENTRY GUIDELINES

General Qualifications

The person submitting the project must be:

- An SNA member and a member of SNA's single unit section. Membership is required both during the time the project was completed and at the time the entry is submitted.
- Certified by the SNA certification program.
- Employed in a child nutrition program as a manager or a food service assistant.

Personal Qualifications

To qualify for an entry:

- Work on the project must be done during the year it is submitted for an award unless it is a two-year project.
- A project can run for two years, but the description of the accomplishments must state the year events happened. Example: If the goal was to train personnel over two years, the entry should describe the training for the first year and the second year. The project would be submitted the second year.
- Winners at state, regional and national levels may enter again, but the same project may not be resubmitted.

Timetable

To be considered:

- All entries must be received by the states' affiliate presidents by March 1.
- State winning entries must be received by the Regional Directors by March 15.

Requirements for Submitting a Proposal

- Forward memorandum of intent to state president. Should be mailed before December 1.
- Official format must be followed.
- The number of activities for project may vary.
- Documentation is limited.

- Videotapes, cassettes, slides or any other material that requires special equipment for judging will not be allowed. If you have produced such things, part of your documentation could be a condensed script of what you had recorded.
- Decorative covers will not be considered in judging.
- Judging will be based on:
 1. Clearly stated purpose of the project.
 2. Clearly defined activities.
 3. If activities support the measurable results of project.
 4. How well the purpose was achieved. (Proof is valid and relates to the activities.)

Organizing and Reporting on the Project

To compete for the Louise Sublette Award of Excellence, a member needs to follow the guidelines set forth on forms provided for the competition. These forms may be requested from the MSNA President or the Louise Sublette Committee Chairperson.

PLAN YOUR ENTRY NOW AND GOOD LUCK!

Rhonda Motley Gold Success Award

Purpose – To elect a winner for the Rhonda Motley Gold Success Award that is given each year at the MSNA convention.

Responsibilities:

1. Publicize the availability of the Rhonda Motley Gold Success Award.
2. Select the recipient and present the Rhonda Motley Gold Success Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapters on the availability of the Rhonda Motley Gold Success Award. Inform chapters that the application can be found on the MSNA website.
2. Collect completed applications for the Rhonda Motley Gold Success Award.
3. Select a Committee to evaluate the applications to select a winner according to published criteria.
4. Purchase gifts to be given to chapter winners and the final MSNA winner at annual state convention.
5. Prepare a presentation to be made at the MSNA convention and make the presentation.

RHONDA MOTLEY GOLD SUCCESS AWARD

Dear Chapter Member:

Special recognition will again be given to an outstanding food service person in our chapter at the MSNA Convention in October. Our chapter must conduct a selection process to select this person to represent us. Members are asked to submit the following application with the required backup information by June 1, _____ to:_____

Candidates must be current members of the state and local associations to be considered for the award, and may or may not be currently employed. The areas of accomplishment to recognize candidates include: increasing participation; increasing food quality and/or acceptability; public information and awareness; legislation; nutrition education; and professional growth.

A chapter Rhonda Motley Gold Success winner who has not won the State Grand Award is eligible to reapply for the Rhonda Motley Gold Success Award after a three-year time period has passed. The Rhonda Motley Gold Success Awards are an important part of our convention. We hope you will apply.

RHONDA MOTLEY GOLD SUCCESS AWARD APPLICATION

Applicant's Name _____ Chapter _____

Position _____

School _____

Address _____

Number of Years in School Food Service _____

Number of Years Member of Local School Food Service Association _____

Number of Years Member of MD School Food Service Association _____

List Offices or Committee Chairmanships Held in Local Chapter _____

List Offices or Committee Chairmanships Held in State Association _____

Required Backup Information (must be attached):

1. Application form.
2. Describe on an additional page your accomplishments and why they deserve special recognition.
3. Letters of recommendation (minimum of three required).
4. Pertinent clippings (at least one) showing accomplishments in food service from school papers, PTA newsletters, city and county newspapers. Show name of paper and date published.
5. Photographs of activities in cafeteria or classroom, displays, nutrition education materials or cooperative activities in food service with outside groups or community organizations.
6. Any other information to support your application can be attached.

YOU CAN BE A RHONDA MOTLEY GOLD SUCCESS WINNER**Q. What is the Rhonda Motley Gold Success Contest?**

A. Its is a contest sponsored by the Maryland School Nutrition Association (MSNA) to honor people employed in school food service who “go that extra mile”. They are people who do more than their job requires. They are dedicated to serving the nutritional needs of school children and furthering the school lunch program.

Q. Who may enter the Contest?

A. Anyone who is currently, or has been in the past, employed in school food service. The contestant also must be a member of the state and local association.

Q. Do I have to be a manager, a high school graduate, or certified to enter the contest?

A. No, no and no! A contestant can be a general worker, manager, area manager, or supervisor. You do not have to have any special educational level, and you do not need to be certified.

Q. How do I enter the Contest?

A. Ask for an application from your local chapter president and enter your chapter’s contest. The winner of the local contest enters the state contest. If your local chapter does not have a Rhonda Motley Gold Success competition, contact MSNA Rhonda Motley Gold Success Chairperson for an application. This year’s chairperson is

_____. The application should be filled out and a booklet prepared containing some of the information requested on the application form. This includes letters of recommendation and descriptions of some of the activities in which you have been involved.

Q. What happens after I enter the MSNA Rhonda Motley Gold Success Contest?

A. The information contained in your booklet is reviewed by a judging committee. A point system is used to judge the activities described in the booklet. All contestants are honored at the MSNA Convention in October. The Grand Award Winner is also announced at this time.

Q. What do I get for entering the Contest?

A. All contestants at the state level receive corsages. They are introduced and honored at the Convention, and they receive beautifully engraved sterling silver pins. The Grand Award Winner also receives a lovely engraved sterling silver cuff bracelet.

Q. When must I have my booklet ready for the MSNA convention?

A. The Rhonda Motley Gold Success Chairman must know who is going to be a contestant by June 3. Contestants do not have to actually submit their booklet until September 1. This gives you the whole summers to put the finishing touches on your booklet.

Q. Is there a special way the booklet has to be put together?

A. No! There is no special size or way the booklet has to be made. The application lists the various items that should be included, but how you do it is up to you. (Don’t forget to include the application itself.) Just remember, what you include in your booklet tells the judges about you and what you have done in your school food service career.

So, come on, don’t be afraid to try. This gives you a reason to collect the souvenirs of your career you have been saving in that old shoe box, and organize them in a scrapbook. You just might win some very nice prizes for your effort!

**RHONDA MOTLEY GOLD SUCCESS AWARD
JUDGING CRITERIA**

Applicant's Name _____

A. The following items are to be checked to see that they are included:

Check if Completed

- | | | |
|----|--------------------------------|-------|
| 1. | Application Form | _____ |
| 2. | Description of Accomplishments | _____ |

B. The applicant must be a current member of the following:

- | | | |
|----|---------------------------------------|-------|
| 1. | Local School Food Service Chapter | _____ |
| 2. | Maryland School Nutrition Association | _____ |

C. In judging the applications, the most points will be awarded to items which provide specific examples of activities which are done directly by the applicant and to those for which supportive materials are included. (This documentation may be found in any of the required back-up information.)

| | | <u>Points Available</u> | <u>Points Earned</u> |
|----|---|-------------------------|----------------------|
| 1. | Three letters of recommendation. | 0-5 | |
| 2. | Pertinent clippings | 0-5 | |
| 3. | Photographs of activities | 0-5 | |
| 4. | Increase in participation | 0-5 | |
| 5. | Increase in food quality and/or acceptability | 0-5 | |
| 6. | Provides public information and awareness | 0-5 | |
| 7. | Participates in legislative activities | 0-5 | |
| 8. | Promotes nutrition education activities | 0-5 | |
| 9. | Completes professional growth activities | 0-5 | |

Total _____

(The applicant completing all of the items in A and B, and with the highest score in C will receive the award.)

B. Budget Committee

Purpose – To project a budget of income and expenditures for the operation of the Association during a fiscal year.

Responsibilities:

1. Consists of the treasurer, as Chairperson, and four other members - namely the President, President-Elect, and two other members appointed by the President.
2. Give counsel upon any and all financial matters affecting the Association if so requested by any of its governing bodies, committees or affiliated chapters.

Activities:

1. Draft a budget of income and expenditures through the date of the next fiscal year (July 1 through June 30).
2. Chairperson submits the draft budget to Executive Board at the early summer Executive Board meeting.

C. Bylaws and Handbook Committee

Purpose – To make revisions to the Administrative Handbook as required and update Bylaws in accordance with State and National revisions and to present Bylaws revisions and resolutions to the MSNA Executive Board and House of Delegates.

Responsibilities:

1. Supply updated information of changes in policies and procedures in handbook to leadership persons in local and State association.
2. Keep MSNA Bylaws up to date in accordance with SNA Bylaws.
3. Attend Executive Board meetings to be knowledgeable of any revisions in procedure that will be beneficial to association leadership.
4. Issue additional handbooks as necessary, yet encourage the turnover of handbooks to local and State Officers from their predecessors.
5. Maintain record of Bylaws as submitted by local chapters.
6. Present bylaws revisions and resolutions to the House of Delegates at the annual meeting.

Activities:

1. Organize and produce updated handbooks and revisions with operational procedures to be used by leadership of local and State Associations and make available on MSNA website.
2. Recommend that revisions in the Constitution must be presented to the Resolution Committee 90 days prior to the annual meeting.
3. Recommend necessary revisions to the Bylaws, subject to approval by the Executive Board and Association members through the House of Delegates.

D. Certification Committee

Purpose – To keep members informed on certification procedures and up to date on any changes.

Responsibilities:

1. Continue to update local certification Chairpersons on any changes made by SNA in administering the program.
2. Keep local chapter certification Chairpersons informed on how to keep their records on locally qualified programs.
3. Prepare and present a written report of current activities at all Executive Board meetings.
4. Prepare and present written report of year's activities at annual House of Delegates.
5. Compile a list of those members who have been recertified for recognition at the MSNA convention.
6. Present awards at the MSNA convention as part of the Awards Program.
7. Continue to support the Certification Program through merchandising.

Activities:

1. Prepare a workshop session for new local chapter certification Chairpersons and a renewal of material for second and third time Chairpersons. The session is to be given annually.
2. Participate in the Awards Ceremony at the MSNA Convention.
3. Develop and send letters annually to local superintendents to keep them aware of certification and promote recognition of certified members.
4. Contact the President-Elect to find out if credits have been requested and approved for the Leadership Training Workshop.
5. Contact the Education Committee Chairperson to find out if credits have been requested for the Education Workshops.
6. Contact the Legislative Committee Chairperson to find out if credits have been requested and approved for the Legislative Workshop.
7. Contact the President to find out if credits have been requested and approved for the Annual Convention.

CERTIFICATION

The Maryland School Nutrition Association Certification Program has been developed from guidelines established by the American School Food Service Association. It has been planned by the certification committee named by the MSNA President to meet specific needs of school food service personnel.

For further information about certification refer to the Certification Handbook, or call SNA at toll free 1-800-877-8822.

E. Convention Committee

Purpose – To plan an Annual Conference with a variety of activities to interest the majority of the members.

Responsibilities:

1. Select the site for the convention. Site should be secured three years in advance, if possible, through proper channels. Size of facility, accessibility, facilities for food, exhibits, workshops, general session, parking, etc., should be considered.
2. President-Elect serves as general Chairperson and Committee Chairpersons are appointed by the general Chairperson.
3. Steering Committee shall be composed of the Executive Board, general Chairperson and Chairpersons of key Committees.

F. Education Committee

Purpose – To insure quality programs are conducted through education and training.

Responsibilities:

1. Chair a Committee to plan and implement educational programs.
2. Submit plans for Education Workshops to Executive Board for approval.
3. Serve as member of Executive Board.
4. Attend workshops.

Activities:

1. Conduct meetings to plan workshops and educational activities.
2. Decide on presenter needed according to information received from previous evaluations.
3. Develop and provide to local chapter Presidents the registration forms, agenda, directions, and promotional information for education workshops.
4. Request certification credits for workshops and provide certificate for attendees.
5. See that all registration fees and workshop bills are forwarded to the Treasurer.
6. Plan and/or participate in an ongoing education project for local chapters.

G. House of Delegates Committee

Purpose – To plan and implement all responsibilities as required to conduct a House of Delegates at the annual meeting of the MSNA.

Responsibilities:

1. Committee will function as liaison between President, Executive Board members and chapter Officers to prepare for House of Delegates.
2. Attend all meetings of the Convention Committee.
3. Plan and implement advance requirements for conducting the House of Delegates.
 - a. Block out a calendar of time for all e-mailings (use first class mail when emailing is not possible.)
 - b. Obtain updated e-mailing list of all State Officers, affiliated chapter Officers, Committee Chairpersons, and past State Presidents.
 - c. Compose and reproduce letters required for each e-mailing.
 - d. Implement each mailing to correspond with time indicated on calendar to comply with House of Delegates needs.
 - e. Follow through on each e-mailing/ mailing, send second request, if necessary, to assure completion of each function.
4. Plan physical arrangements for House of Delegates meeting, present copy of plans to Convention Committee, and reconcile necessary changes as agreed upon in advance of scheduled meeting.
5. Consult with President in planning agenda for House of Delegates.
6. Determine availability of badges needed, place order for additional needs well in advance of time for required mailing.
7. Purchase folders for House of Delegates packets; required number, color, etc.
8. Compile all materials needed for each packet in advance, put together packets prior to scheduled meeting date.
 - a. Check with Legislative Committee for resolutions and/or amendments to bylaws, etc.
 - b. Provide 200 copies of resolutions or amendments, 100 for last mailing and 100 for packets.

9. Check returned credentials forms, verify eligibility of named alternate prior to sending credentials card/badge.
10. Compile Roll Call of Delegates form for meeting, have at least three (3) copies available.
11. Review roll call procedures with Secretary, name pronunciations, changes, etc.
12. Name Special Committees and meet with them prior to House of Delegates to give final instructions and recognize questions. Have printed duties mailed to Committee prior to meeting and copies available at the House of Delegates.
13. Obtain additional help, if needed, to set up meeting room prior to scheduled time. Break down meeting room following House of Delegates, making note of future needs, if necessary. Keep left over packets for absent delegates.
14. Verify allowable budgeted amount at first planning meeting. Keep record of all expenditures. Compile and submit receipts for the House of Delegates expense account to Treasurer.
15. Attend post-convention meeting, discuss changes, recommendations, etc.

Activities:

1. Chairpersons, named by President-Elect, will perform any and all duties as previously listed.
2. Special Committees – Perform duties as outlined in procedures noted in handbook.
 - a. Credentials Committee
 - b. Tellers
 - c. Timekeeper
 - d. Monitors

GUIDELINES FOR MSNA HOUSE OF DELEGATES

I. Purpose

The House of Delegates is the governing body of the Association that represents the general membership.

It is composed in such a manner that everyone can have a voice in the Association through the authorized representative.

This body must work cooperatively with the Executive Board in implementing the Program of Work to pursue matters of professional interest. It makes recommendations to the Executive Board relating thereto, reviews reports of officers and committees, and makes recommendations in regard to these as well.

II. Organization Procedure

A. Meeting

1. Held during the State Convention except at such time when the National Convention would be held in the State. At this time, it will be held at the National Convention or called at a time and place designated by the Executive Board.
2. Is the annual business meeting.
3. It is the only democratic method for member representation to the Executive Board. It is imperative that communications from the President and President-Elect to the membership be thorough, easily understood, and frequently dispatched.

B. Composition

1. Voting Participation
 - a. Executive Board
 - b. Chairpersons and Co-chairpersons of Standing Committees
 - c. Delegates from each Affiliate Chapter (Presidents, President-Elect, Secretaries, and/or Treasurers)
 - d. State and National Past President and any current National officer residing within the State.

No person may exercise more than one vote, even though he/she may be a member of the House of Delegates in more than one capacity.

Any member of the above groups may designate a State Association member as an alternate, except officers of affiliated associations whose alternates must be selected by the respective affiliated members.

Members qualified to vote and granted privilege of the floor, must be active members of the Association in good standing.

2. Non-Voting Participants

- a. Guest Speaker unless he/she qualifies in another area.
- b. Parliamentarian as appointed by the President unless the Parliamentarian for the House of Delegates is a qualified past State President.
- c. Tellers
- d. Advisor

3. Affiliate Delegates

- a. Each Affiliate Chapter is represented in the House of Delegates by a designated officer – President, President-Elect, Secretary or Treasurer. Any selected alternate must be a member of the State and National Association.

C. Duties and Responsibilities of Official Delegates

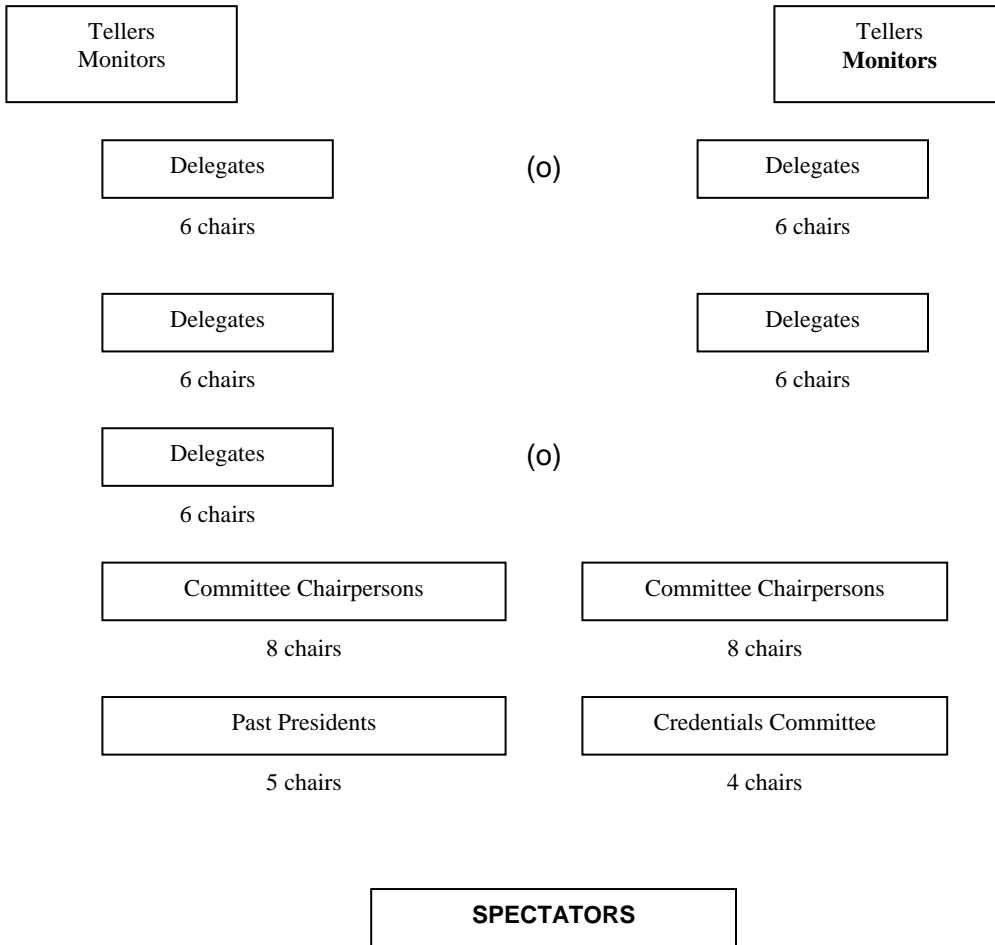
1. Pursue matters of professional interest and make appropriate recommendations to the Executive Board.
2. Review reports of affiliate associations, Association Officers, committee Chairpersons, other State and National Reports, and make recommendations to the Executive Board for the Program of Work for the Association for any given year.
3. Present resolutions and amendments to the by-laws, as provided here-in, that effect the future of the State and National Associations and school food service.
4. Each members shall cooperate with the National and State Associations in implementing the Association Program of Work.

III. Physical Arrangement (See diagram that follows.)

1. A speaker's table seating the four officers, person giving the invocation, parliamentarian, advisor, the speaker, any past or present SNA officer or Committee Chairperson and any special guests from SNA.
2. A table podium with microphone or speaker's table.
3. Floor microphone positioned for delegates' use.
4. The American Flag and State flag on the rostrum.
5. Long tables with standards bearing title in center of table positioned for all committee chairpersons and co-chairpersons.
6. Long tables with standards bearing the name of each local chapter affiliate arranged in alphabetical order with appropriate number of chairs to accommodate all Delegates.
7. A table or group of tables centrally positioned (if possible) near back for all past presidents to be seated as a group.

**HOUSE OF DELEGATES
SUGGESTED FLOOR PLAN**

| | | | | | | | | | | |
|--------------------|----------------------|---------------|---------------|--------------|--------------------|--------------------|---------------|-----------------------|----------------|--------------------------|
| SNA Officer | Guest Speaker | Secty. | Parlm. | Pres. | Lectern (c) | Pres. Elect | Treas. | Invoc. Presen. | Advisor | Immed. Past Pres. |
|--------------------|----------------------|---------------|---------------|--------------|--------------------|--------------------|---------------|-----------------------|----------------|--------------------------|



(o) - microphone

HOUSE OF DELEGATES

Date:

Time:

Expected Attendance:

Room:

Room Arrangements:

Speaker's table with drop cloth on platform to seat _____

1 lectern at center of table with microphone floor _____ microphones in aisle

Tables to seat _____ at each table facing speaker's table

Chairs at the table

Section to seat _____ spectators

Person in Charge of Meeting: _____

Speakers' Table

1. Treasurer
2. SNA Representative
3. President-Elect
4. President
5. Parliamentarian
6. Guest Speaker
7. Person who gives Invocation
8. Secretary
9. Advisor
10. The state official banner should be attached to podium or speaker's table.
11. Water pitcher and glasses for each table.
12. Local arrangements chairperson should make sure microphones and lights are operating properly and that temperature of the room is comfortable.
13. Ample chairs should be provided in the back or in a gallery section for all non-voting members of the Association who choose to attend.

IV. Meeting Preparations

- A. Resolutions – and/or changes of amendments and by-laws
1. The Resolutions Committee shall consist of the Legislative Chairpersons and/or Co-chairpersons and two other members appointed by the President.
 2. Proposed resolutions from Delegates or affiliated associations shall be submitted to the Chairperson of the Resolutions Committee no later than ninety (90) days before the Annual Meeting.
 3. This Committee shall review all resolutions in a face-to-face meeting proposed for House of Delegates' consideration to determine if all are in current form by forty-five (45) days before the meeting. They shall make appropriate recommendations to the Executive Board and House of Delegates. All resolutions shall be consistent with the principles, policies, and goals of the Association on matters of current importance. All resolutions to be considered in the House of Delegates shall be mailed to the President thirty (30) days before the meeting.
 4. A Method of Writing Resolutions sample follows in this material. Resolutions should be concise, complete, but as brief as possible.
 - a. Resolutions should have title and date of presentations.
 - b. Each key factor which serves to strengthen the reasons for making specific declarations should be preceded by the term "whereas" used as an introductory statement meaning "in view of the fact that".
 - c. The Final Statement of Fact may be concluded with the phrase, "be it therefore" and thus the Final Statement of Resolution which makes the specific plea and begins with the word "resolved". Sometimes it may be necessary to resolve more than one point as the example indicates.
- B. Delegate's Credential Card (A sample card follows.)
1. The Credential cards and Delegate's ribbon are mailed to each local affiliate delegate before the annual meeting with a notice of the meeting time, place, date and lists of all enclosures that accompany this letter with explicit instructions, including notice, delegate agenda reports, resolutions, bylaws and amendments.
 2. President asks that each delegate study carefully the resolutions and amendments to be considered by the House of Delegates and discuss them

with members in their local association, so the Delegate's vote would be of the Association choice and not of the individual, such information should be mailed to all members of the House of Delegates no later than thirty (30) days before the Annual Meeting.

3. A reminder should be sent by the President about one week prior to the meeting. This reminder should call to the attention of the delegates the importance of the proper procedure in securing an alternate, the fact that the Credential Card must be changed and approved by the President prior to time for House of Delegates to convene. Every delegate must have an official Credential Card and wear Delegate's Ribbon. Each Delegate will be seated in a designated place.

C. Delegate Packets

1. Materials necessary for the smooth functioning of the House of Delegates should be placed in a packet. These packets should be placed on the tables in action spots. Enough packets must be prepared for all official delegates.

Packet should include:

- Agenda for the meeting
- Reports of State Committee Chairperson
- Reports of State Officers
- Reports of Chapter Presidents
- Copies of all proposed resolutions
- Copies of all amendments to the Bylaws

V. Meeting Procedures

- A. Presiding Officer – President
- B. *Sturgis*, latest revised edition to prevail throughout meeting in all cases not covered by the approved bylaws. Each delegate should be informed of basic rules of Parliamentary Procedure.
- C. A quorum shall be two-thirds of the official delegates. (This number may be used upon authorized representation present. If so, the parliamentarian will announce the number needed for a quorum after the roll has been taken.)
- D. House of Delegates in Session
 1. Call to Order
 2. Invocation – Salute to Flag
 3. Roll Call – Credential Cards are collected by tellers and verified when name is called.

- a. Officers
 - b. State Committee Chairpersons or Co-chairpersons
 - c. Chapter Delegates
 - d. Past Presidents
 - e. American School Food Service Representatives
 - f. Other non-voting representatives
4. Guest Speaker (This could follow business meeting, but if speech is of such nature that would provide motivation and guidance, it should precede.)
5. Reports – All persons reporting should have printed copies prepared for distribution or put into the packets.
- a. President’s Report – This report may be presented orally as part of the agents, or in printed form.
 - b. Secretary’s Report
 - c. Treasurer’s Report
 - d. State Committee Chairperson or Co-chairperson Reports
 - e. Affiliate Chapter Reports
6. Business – It is expedient to have any item of business which a Chapter and/or delegate wishes to have considered at the meeting to be sent in writing to the presiding officer by the time designated. Regular Parliamentary Procedures for the meeting are to be observed.
- a. Resolutions – They are to be presented by Chairperson of Resolution Committee.
 - b. Amendments – The bylaws must be kept within the same framework as the American School Food Service Association.
 - c. New Affiliate Chapter Presentation
 - d. New Business
7. Adjournment

(Sample)

MARYLAND SCHOOL NUTRITION ASSOCIATION

Annual Meeting of House of Delegates

Date

AGENDA

Call to Order _____

Invocation – Flag Salute _____

Welcome Address _____

Roll Call of Delegates and Verification of Credential Cards _____

President’s Report..... _____

Secretary’s Report..... _____

Treasurer’s Report _____

Committee Chairperson Reports:

Awards, Budget, Bylaws & Handbook, Certification, Convention, Education, House of Delegates, Industry Advisory, Legislative (Federal and State), Marketing, Membership, Newsletter, Nominating, Nutrition, Public Information, Scholarship, Historian, Marketing, Sunshine, and Ways and Means.

Chapter Affiliate Reports:

Allegany, Anne Arundel, Archdiocese of Baltimore, Baltimore City, Baltimore, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Montgomery, Prince George’s, Somerset, St. Mary’s, Talbot, Washington and Wicomico and Retirees.

New Business

Resolutions..... _____

Amendments to Bylaws _____

Adjournment

Tellers (1) _____

..... (2) _____

SAMPLE CREDENTIAL CARD

CREDENTIAL CARD

MARYLAND SCHOOL NUTRITION ASSOCIATION

This certifies that _____
is entitled to represent _____
_____ of Maryland School Nutrition Association as a voting
delegate at the annual House of Delegates meeting, on _____
_____.

Signed _____
President

THE RESOLUTION WRITING PROCESS

Step 1: Identify Your Concern

Something must be wrong or you must want to do something. You must be able to feel and observe it enough in order to be concerned about it. Vague and uneasy feelings about how things operate or how they should operate cause you to think about things and make you want to discuss things with others. Is there really a problem? Maybe you just don't understand how a process is to work. Do other people think there is a problem? Try to write down on paper exactly what you think the problem or area of concern is. Share your thoughts with others and, if you see the need, modify or amend your original ideas until there is a consensus as to exactly what you want to do. You have now defined your concern.

Step 2: Determine Why There is a Concern

Ask yourself what is happening as a result of the current situation. Ask others what thoughts they have about the concern. Does the problem impact on other areas which perhaps you didn't think about initially? The resolution of a past "problem" may be causing the current problem. This incremental problem-solving system should be considered so that negative effects in other Association areas will be mitigated.

Step 3: How We Deal with the Concern

To deal with the concern, we must generate alternative ideas. How do you think a problem can be resolved? What are other ways to do what we want to do? How do others think the problem can be resolved? Sit down with a group of concerned people and, through mail correspondence or telephone conversations, develop a "buzz" listing of alternatives. It is best to develop as many alternatives as possible to solve the problem or to accomplish your goal.

Step 4: Get Consensus on the "Best" Solution

Carefully consider all the alternatives you have generated. Think about how each one can satisfy your initial concerns and feelings.

- a. Does one solution best handle the problem?
- b. What is the alternative's impact on other areas of concern?
- c. Which alternative provides for some flexibility in handling "borderline" areas of concern?
- d. Does an alternative better "plan for the future" rather than just "put out a fire"?

The determination of the "best" solution may come from much bargaining, compromising, negotiating and reconciling in a true democratic process.

Step 5: Method of Writing Resolutions

Resolutions should be concise, complete, but as brief as possible.

- a. Resolutions should have title and date of presentation.
- b. Each key factor which serves to strengthen the reasons for making specific declarations should be preceded by the term “whereas” used as an introductory statement meaning “in view of the fact that”.
- c. The final statement of fact may be concluded with the phrase, “be it therefore” and thus the final statement of resolution which makes the specific plea and begins with the word “resolved”. Sometimes it may be necessary to resolve more than one point as the example indicates.
- d. Develop, in writing, logical thoughts leading to your formal resolution statement(s). This is done through a listing of points in which you note the problem(s) or concern(s), and either the negative effects which the problem creates or benefits resolved through the concern. These should lead to a statement (perhaps several) which you believe can or will occur if your recommendation(s) are accepted.
- e. When you write the resolution:
 1. Try to express as clearly as you can the idea you are concerned about.
 2. Look at the resolution after it is written and ask others to read it. It should really say what you want it to say.
 3. Don’t be afraid to make changes. Written thoughts are not “cast in stone.” Perhaps you should write out your idea several times in several ways. Think about each of them and ask others which they think has best communicated your idea(s).

Conclusion:

Resolutions, once written, may be sent to the MSNA Bylaws and Resolutions Chairperson who will submit them to the MSNA Executive Board. If it concerns a state activity, the Board itself may wish to present it to a House of Delegates (if applicable) or other meeting, or they may ask that your chapter sponsor the resolutions. If it concerns a National activity, the State Executive Board can sponsor it for the State Association and can forward the resolutions to the SNA Resolutions Committee. If the resolution concerns the activity of a committee you may elect to forward it directly to the Committee Chairperson.

Please recall that a resolution is a communication vehicle. Decide clearly what it is that you want to say. Don’t worry about “fine points” of grammar or punctuation. If the recipient of your resolution knows what you are trying to say, it can easily be “touched up”. You, as the originator and writer of the resolution, have done the hard work. You are the one who has the important

task of continuously thinking about constructive means to improve your State and National School Food Service Associations.

(Sample)

RESOLUTION TO BE PRESENTED TO HOUSE OF DELEGATES

MARYLAND SCHOOL NUTRITION ASSOCIATION

Date

Operation of School Food Service Program

WHEREAS, it is the function of the food service facilities to be totally dedicated to the nutritional needs of the children, and

WHEREAS, the orientation of school food service programs, is directed towards the realization that it is difficult, if not impossible, to teach the hungry child, and

WHEREAS, what a child puts into his stomach is deemed as important to his present education and his future well-being as that a child puts into his mind, and

WHEREAS, nutrition safeguards education, and non-profit status have greater security when operated by school boards, and

WHEREAS, a profit motive in educational food service operation is alien to the philosophy of good education as would be a profit-motivated operation in any other department or discipline of the school system, be it therefore

RESOLVED, that the House of Delegates of the Maryland School Nutrition Association put itself on record in complete support of School Food Service programs managed exclusively by school authorities and operated by school board employees and be it further

RESOLVED, that a copy of this resolution be sent to the State Superintendent of Schools requesting his/her support of the intent of this resolution.

SIMPLIFIED PARLIAMENTARY PROCEDURE

Usual Order of Business in Public Meeting:

1. Calling meeting to order
2. Reading and approval of minutes
3. Report of Officers
 - a. President
 - b. President-Elect
 - c. Treasurer
 - d. Secretary – correspondence
4. Reports of committees:
5. Unfinished business
6. New business
7. Announcements
8. Adjournment

Essential Steps in the Progress of Motions:

1. Presenting the motion (by any member of the assembly)
2. Seconding the motion (by any other member of the assembly)
3. Stating the motion (by the chairperson immediately after the second)
4. Discussing the motion (except when motion is not debatable)
5. Voting on the motion (both the affirmative and negative vote must be taken)
6. Announcing the result (by the chairperson immediately after the vote)

The following are a few good basic principles of presidential protocol:

1. The President should prepare an agenda for each meeting.
2. The President avoids the use of “I” when presiding, says “The Chair” when speaking, and when reporting says, “Your President”.

3. Do not say, “You are out of order”, say “Member may be in order”, make it the rule, not the person.
4. Do not say, “Those contrary to, say no.” Members may be opposed, but they are not contrary.
5. Call the President-Elect to the Chair when you report or debate.
6. A presiding officer never “wise-cracks”.
7. Consult with the Parliamentarian on a technical question or problem. A solution is always available.
8. Do not rush the business meeting or it may appear that action is being “railroaded”.
9. A President achieves esteem and fame by sharing honors and by inspiration to all.
10. The President should invite all Executive Board members to all Board Meetings, including the Parliamentarian, Committee Chairpersons, and Co-chairpersons as the occasion requires.
11. In speaking avoid personalities and be brief. Be courteous as well as correct.
12. Every club meeting is a play. Act your part with correctness.

ANNUAL REPORT TO HOUSE OF DELEGATES

To: House of Delegates
Maryland School Nutrition Association

From:

Subject: Annual Report of _____ Committee

GOALS:

ACHIEVEMENTS:

RECOMMENDATIONS:

**MSNA ANNUAL CONVENTION
FACILITY REQUIREMENTS**

Program Activity _____

Time and Date _____

Contact Person _____

Space and equipment needs:

Space _____ square feet

Audio/Visual (circle all needed):

General Layout _____ Theater

VCR

_____ Table Cluster

TV

Number of Seats _____

Slide Projector

Special electrical requirements _____

Overhead Projector

Please return by _____ to: MSNA Facilities Convention Chairperson at:

Revisions/updates due by: _____

H. Industry Advisory Committee

Purpose – To serve as the focal point for the sharing of information between the allied trades of industry and the members of local chapters and MSNA.

Responsibilities:

1. Serve as liaison between industry and members of MSNA.
2. Disseminate information on changes in trends that may be of interest to members (sustaining or regular) of the Association.
3. Share expertise that will serve to enhance the knowledge of MSNA members.

Activities:

1. Hold a Committee meeting at MSNA Convention or more frequently if issues warrant.
2. Identify topics to take advantage of individual expertise in expanding the knowledge of MSNA members. Topics are for workshops and/or convention special sessions, and are for the benefit of both industry and the MSNA membership.
3. Seek and utilize the influence of sustaining members to gain the support needed for local, State and federal issues.

APPLICATION FOR SUSTAINING INDUSTRY MEMBERSHIP
July 1, _____ to June 30, _____

Date: _____

Name of Company: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Contact Person(s): _____

Please identify the types of products you represent:

Please help us keep our files current by responding to the following questions:

Would you be interested in serving on an Industry Advisory Committee?

Yes No (Please Circle)

Would you be interested in providing an educational session for the attendees at the annual conference?

Yes No (Please Circle)

If Yes, please list suggested topics for this workshop:

Would you be interested in an educational session for Industry Members at the annual conference?

Yes No (Please Circle)

If Yes, please list suggested topics for this workshop:

Please make membership checks payable to MSNA.

Mail to: MSNA Industry Chairperson at:

I. Legislative Committees**Legislative, Federal**

Purpose – To monitor Federal legislation and to react appropriately.

Responsibilities:

1. Establish lines of communication with the Maryland members of the United States Congress.
2. Keep membership informed through legislative reports of current issues and pending legislation with articles in newsletter, maintaining Congressional Action Network (CAN) communications, written memorandums and emails to local chapter Legislative Committee Chairpersons and County Directors.
3. Plan and implement an MSNA Legislative Workshop for affiliate chapters and State members to inform them of the procedures of legislative processes and visits to United States Representatives and Senators. This workshop coincides with the SNA lobbying for pending legislative issues.
4. Represent MSNA at the annual SNA Legislative Action Conference in Washington, DC.
5. Act on legislative matters in accordance with communications received from SNA Public Policy and Legislative Committee.
6. Committee consists of Chapter Legislative Chairpersons, the Executive Board members, and any other persons appointed to/or asked to serve for a specific project.

Activities:

1. Maintain a communications network with the membership to facilitate effective lobbying.
2. Make presentations to affiliated chapters to broaden the base of support for legislative activities.
3. Keep current on legislation that would affect child nutrition and take action to inform Congress of the probable impact of these programs.
4. Obtain written data on Child Nutrition Program participation and funding from the Maryland State Department of Education and local directors to distribute to the Maryland members of Congress.
5. Communicate frequently with members of Congress from Maryland on Child Nutrition issues so that our opinions will be considered valuable to them.

6. Develop and provide to local chapter Presidents, affiliate chapter legislative Chairpersons, and other appropriate members the registration forms, agenda, directions and other necessary information for Legislative Workshop.
7. Advocate and support positions taken by the SNA on National legislative issues.
8. Keep allied professional organizations aware of issues facing Child Nutrition Programs and their potential impact on Maryland students.
9. Maintain affiliation with allied professional organizations to attain more support for mutual concerns.
10. Work with advocate groups toward common goals.

Legislative, State

Purpose – To monitor State legislation and to react appropriately.

Responsibilities:

1. Establish lines of communication with the members of the Maryland General Assembly.
2. Keep membership informed through legislative reports of current issues and pending legislation through articles in newsletter, communications network, written memorandums and emails to local chapter Legislative Committee Chairpersons.
3. Act on legislative matters in accordance with communications received on the Maryland General Assembly actions.
4. Committee consists of Chapter Legislative Chairpersons, the Executive Board members, and any other persons appointed to/or asked to serve for a specific project.

Activities:

1. Maintain a communications network with the membership to facilitate effective lobbying.
2. Make presentations to affiliated chapters to broaden the base of support for legislative activities.
3. Keep current on legislative proposals in the Maryland General Assembly that would affect child nutrition programs or employees such as pension reform and take action to inform State legislators on the probable impact of their proposals.

4. Obtain written data on Child Nutrition Program participation and funding from the Maryland State Department of Education and local directors to distribute to the members of the Maryland General Assembly.
5. Communicate frequently with Maryland State Delegates on Child Nutrition issues so that our opinions will be considered valuable to them.
6. Keep allied professional organizations aware of issues facing Child Nutrition Programs and their potential impact on Maryland students.
7. Maintain affiliation with allied professional organizations to attain more support for mutual concerns.
8. Work with advocate groups toward common goals.

J. Marketing Committee

Purpose – To market the Child Nutrition Programs.

Responsibilities:

1. Plan with the Executive Board for the use of funds received from industry memberships.
2. Set the yearly goals for the Committee and make a presentation to the Executive Board for the approval of the planned activities.
3. Work with the State Department of Education as required to promote the Child Nutrition Programs.

Activities:

1. Carry out all activities approved by the Executive Board.

K. Membership and Affiliation Committee

Purpose – To encourage and promote membership in the State and National School Food Service Associations.

Responsibilities:

1. Organize and carry out membership drives with approval of the President.
2. Encourage and promote membership within each local chapter.
3. Help start new chapters in counties where none exist and work with local leaders to promote affiliation with the MSNA.
4. Recognize chapters with membership awards at the annual MSNA convention.
5. Give a status update report at each Executive Board Meeting, and prepare and present a written report of the year at the annual House of Delegates meeting.

Activities:

1. Plan and implement membership drives including incentives that will increase the number of members in the State and National associations.
2. Visit, write to and speak on the phone with interested people in counties where no local chapter exists. Give them information about the benefits of belonging to the Association and provide them with materials they will need to form a chapter.
3. Establish a numerical goal for new members at the beginning of each fiscal year.
4. Determine chapters and schools that are to receive 100% membership awards and coordinate with the Executive Secretary to see that these awards are ready to present at the annual MSNA convention.

MEMBERSHIP APPLICATIONS

MSNA MEMBERSHIP APPLICATION

| | |
|--|---|
| Maryland School Nutrition Association MEMBERSHIP APPLICATION <i>(Please print clearly.)</i> | |
| Name: | |
| Address: (Street) | |
| (City) | (Zip) |
| Phone: (Home) | (Work) |
| (Fax) | (Email) |
| Chapter Affiliation: | <input type="checkbox"/> New Member <input type="checkbox"/> Renewal |
| Fees (Check One) <input type="checkbox"/> \$4.00 Part Time (Less than 4 hours & Retirees) <input type="checkbox"/> \$6.00 Single Unit (Employees 4 hours & over) <input type="checkbox"/> \$10.00 Central Unit (Personnel & others eligible) | Make checks payable to: MSNA <i>Your card will be issued to your chapter membership chairperson.</i> |

SAMPLE MSNA MEMBERSHIP CARD



L. Newsletter Committee

Purpose – To compile and edit the MSNA newsletter four times per year.

Responsibilities:

1. Collect and select information to be included in each issue of newsletter.
2. Participate at the Executive Committee, Executive Board and Convention Committee meetings.

Activities:

1. Maintain files of information for later use when not able to use all that was collected.
2. Maintain copies of each edition for records.
3. Encourage all Executive Board members to assist with information for newsletter.
4. Include annual election information in newsletter as directed by President.

M. Nominating Committee

Purpose – To propose a slate of capable candidates for Officers that represent various areas of the State to the Executive Board.

Responsibilities:

1. Chairperson is immediate Past President.
2. Work with a Committee to develop a slate of Officers and present it to the Executive Board before the publication of the September newsletter.
3. Pass the slate as approved by the Executive Board over to the Executive Secretary and the Newsletter Editor so that it may be printed and published.
4. Prepare a write up on each candidate to be published in the September newsletter.

Activities:

1. Begin in June to request suggestions for candidates from the Executive Board members and Presidents of affiliated chapters.
2. Evaluate suitability of proposed candidates and contact them for permission before placing their name on the proposed slate.
3. Check names to be placed on the ballot against membership list to verify eligibility.
4. Compile a proposed slate consisting of at least two nominees for each office and get it approved by the Executive Board in time for balloting at the annual MSNA convention.
5. Compile professional profile of candidates for the Executive Board and for publication in the newsletter.
6. Oversee the distribution of ballots at the annual meeting for on-site voting, and ensure that all members who are not present receive their ballots in the mail in time to announce the results at the late winter Executive Board meeting.

Candidate Consideration:

The following is to be considered when recommending candidates for the slate:

President-Elect: Nominees for President-Elect shall have previously served on the Executive Board for no less than one year. The term for President-Elect is one year. At the close of the joint meeting of outgoing

and incoming Executive Board members, near the end of the fiscal year, he/she will automatically become President.

Secretary: The term of the office is two years. The person nominated for Secretary shall have the ability to write clearly, organize discussion materials in a simple manner, and be punctual in preparing and presenting written reports. The Secretary and Treasurer are elected in alternate years.

Treasurer: The term of the office is two years. The person nominated should have adequate knowledge and ability to carry out the financial responsibilities of the office. They must be able to keep exact records and make presentations to the Executive Committee and Executive Board.

BALLOT REPORT

To: Executive Board
 Maryland School Nutrition Association

From: Executive Secretary

Subject: Ballot Report

From _____ to _____, the ballots were counted and the following members were elected for the year _____ to _____.

President-Elect:

Secretary:

Treasurer:

The Executive Secretary counted the ballots and his/her report shows the following:

Ballots distributed _____

Ballots received _____

Ballots counted _____

Ballots received too late _____

Ballots not completed correctly _____

LETTER TO THE NOMINEES AFTER ELECTION

Dear _____,

Congratulations on being elected to the Office of _____ of the Maryland School Nutrition Association. We are pleased to have you join the Executive Committee.

Please plan to attend the Leadership Training Workshop at _____ on _____. It will provide a wonderful opportunity for you to learn more about your new responsibilities.

Sincerely yours,

(Name), Secretary
Maryland School Nutrition Association

Dear _____,

Thank you for running for the office of _____ in our recent Maryland School Nutrition Association election. Although you were not elected to office this year, we appreciate your effort, and hope you will consider running for an office again in the future.

Sincerely yours,

(Name), Secretary
Maryland School Nutrition Association

N. Nutrition Committee

Purpose – To promote nutrition education activities throughout the State.

Responsibilities:

1. Establish a Committee to plan various activities to promote nutrition education.
2. Keep the membership informed on the newest information related to nutrition improvement.
3. Provide nutrition information at various local chapter meetings.

Activities:

1. Include nutrition education sessions at the MSNA convention.
2. Promote a Public Awareness Day of a specific item from the Dietary Guidelines for Americans.
3. Provide nutrition education materials for the membership, including writing quarterly articles for the *Serving Spoon*.

O. Public Information Committee

Purpose – To increase public support and awareness of available nutrition programs.

Responsibilities:

1. Make use of various media, primarily print, for the release of general interest items regarding nutrition programs.
2. Work closely with SNA regarding dissemination of press releases, news items, etc.
3. Provide local chapters with promotional materials or information for submission to local media.
4. Encourage local chapters to sponsor information booths in the local shopping areas.

Activities:

1. Prepare and distribute public information handouts.
2. Distribute statewide press releases.
3. Communicate with local chapters regarding public information booths and/or any available methods of communications to the public.
4. Develop public information brochures for handouts at appropriate times and locations.

P. Scholarship Committee

Purpose – To encourage interest in the field of school food service and to encourage professional advancement of its members for personal benefit and benefit to the profession.

Responsibilities:

1. Update MSNA scholarship application as necessary.
2. Inform chapter Presidents of requirements for applying for MSNA scholarship.
3. Publicize scholarship through MSNA's newsletter.
4. Collect MSNA scholarship applications from applicants.
5. Notify scholarship recipients of their selection.
6. After recipient has completed the semester work, grades should be submitted to Scholarship Committee Chairperson.
7. Notify MSNA Treasurer of the following information:
 - Recipient's name and address
 - Amount of scholarship awarded

Activities:

1. Determine the MSNA scholarship recipients using the following criteria:
 - Number of years employed in school food service in Maryland
 - MSNA offices and Committee memberships held
 - Membership in other professional organizations
 - Aims and goals included on application
2. Score each criterion with a value of 0 through 5.
3. Keep membership informed about other appropriate scholarships and loans.
4. Announce the names of scholarship recipients in the MSNA newsletter.

MARYLAND SCHOOL NUTRITION ASSOCIATION SCHOLARSHIP PROGRAM - APPLICATION INFORMATION

Purpose:

The purpose of this program is to encourage interest in the field of School Food Service and to encourage professional advancement of its members for personal benefit and benefit to the profession.

Goals:

1. To establish a Maryland School Nutrition Association scholarship program.
2. To inform the membership of the availability of funds and requirements for receiving a scholarship.
3. To encourage an interest and a contribution from local chapters, individual members or groups and purveyors to the food service industry.

Requirements:

1. Must be a member in good standing of the Maryland School Food Service Association and the local chapter.
2. Must be currently employed in a school food service program in Maryland or an active member of the Retirees chapter.
3. Must be enrolled in an acceptable job-related course in an accredited school or program.
4. Must receive a “C” (2.00), a “Pass” in a Pass/Fail grading system, or a “Completed Program” certification statement.
5. Must submit a completed Maryland School Nutrition Association Scholarship Application Form by April 30 for winter/spring semester, or by December 30 for the fall semester. This form is included.

How Awarded:

Awards are made by the Scholarship Committee of the Association based upon review of previous achievement by the MSNA members.

**MARYLAND SCHOOL NUTRITION ASSOCIATION
SCHOLARSHIP APPLICATION**

Name of Applicant (Print) _____
Last First Middle

Home Address _____
Home Phone _____

Employed By _____
(Name of School System/Sponsor)

Present Position _____ Years Employed _____

Education and Professional Training

| Name & Location of Institution | Dates Attended From-To | Degree Diploma and Date Received | Semester Hours Credit Beyond Bachelor Degree |
|--------------------------------|------------------------|----------------------------------|--|
|--------------------------------|------------------------|----------------------------------|--|

High School _____

College _____

Aims and Goals

Why do you desire this scholarship?

Cost Requested

| | |
|----------|----------|
| Tuition | \$ _____ |
| Textbook | \$ _____ |
| Total | \$ _____ |

Are you being reimbursed by any other organization for your course of study?
_____ Yes _____ No

If yes, indicate the amount of the reimbursement. \$ _____

I understand if I am awarded this scholarship I must receive a “C” (2.00), a “Pass” in a Pass/Fail grading system, or a “Completed Program” certification statement.

I hereby certify that all answers to these questions and all statements of this application are true, and do agree and understand that any misstatements of material facts contained in this application may cause forfeiture upon my part of all rights to any scholarship sought thereafter.

(Signature of Applicant)

(Date)

RETURN COMPLETED APPLICATION TO THE SCHOLARSHIP COMMITTEE CHAIRPERSON.

TO BE COMPLETED BY SCHOLARSHIP COMMITTEE

Name of Applicant _____

Scholarship Awarded _____ No _____ Yes, in the amount of _____

(Scholarship Chairperson)

(Date)

LETTER TO SCHOLARSHIP APPLICANTS

(Date)

To: MSNA Scholarship Applicant

From: Scholarship Committee

Subject: Reporting Grades

Upon completion of the course of study for which you are applying for the MSNA scholarship, send a copy of your transcript of grades to:

Scholarship Chairperson
Maryland School Nutrition Association
(Address)

SPECIAL COMMITTEES

Purpose – Ad Hoc or Special Committees are named by the President to address specific concerns or to enhance the work of the Association. They are often appointed to help the President carry out the plan of work for a specific year. They may be ongoing or for a specified period of time.

Following are the most commonly appointed Ad Hoc Committees.

A. Historical Committee

Purpose – To assure that there is a permanent record of important events pertaining to the state association.

Responsibilities:

1. Obtain the Association scrapbook from the previous historian.
2. Compile items of importance, such as notice of formation of affiliated chapters, and place them in the scrapbook.
3. Pass the scrapbook on to the next historian at the close of the fiscal year.

Activities:

1. Obtain items of interest and add them to the scrapbook. These should include, at a minimum, the program from the annual state convention, notice of any awards or recognition given to the State Association by National.
2. Maintain a page in the scrapbook for yearly record of membership growth or decrease.
3. See that additional pages or a new scrapbook is purchased as needed.

B. Sunshine Committee

Purpose – To express sympathy and/or concern to members of the Association who have been ill or bereaved.

Responsibilities:

1. Keep advised of Association members who are ill or bereaved by working with the other officers.

Activities:

1. Send cards or other appropriate acknowledgment to association members in times of need.

C. Ways and Means Committee

Purpose – To plan activities that will bring funds to the Association beyond the collection of dues.

Responsibilities:

1. Devise ways of making money, beyond the collection of dues, to benefit the Association.

Activities:

1. Purchase any items that are to be sold by the Association.
2. Work with other association members to carry out the plans for making additional funds for the Association.
3. Funds raised by the committee can be directed to special projects each year.

“TICKLER” CALENDAR OF DUTIES
For
MSNA OFFICERS AND COMMITTEE CHAIRPERSONS

JULY

- President, President-Elect, and Immediate Past President attend SNA National Conference
- President, President-Elect, represent Maryland at the House of Delegates during the SNA National Conference
- Secretary - Send minutes of June Executive Board Meeting to Executive Secretary
- Treasurer - Prepare Annual Treasurer’s Report for previous year and send 100 copies to House of Delegates Committee
- Membership - Send membership letters to each Chapter President
- House of Delegates - Mail out House of Delegates registration forms for Officers’ Breakfast and
- House of Delegates
- Ways & Means - Send final draft for calendar to printing
- Industry Advisor- Mail exhibitors packets for convention
- Newsletter Editor - Send request for articles for the Serving Spoon to Executive Board members
- **All members send 100 copies of their goals and achievements for the previous year to the House of Delegates Committee**

AUGUST

- Historian - Update Historical Book with yearly Treasurer’s Report
- Membership - Submit article to Serving Spoon Editor
- Ways & Means - Send letters to chapter presidents regarding the silent auction
- Industry Advisor - Mail Exhibitors packets for Convention

SEPTEMBER

- President - Hold Executive Committee Meeting, 2 -3 weeks later hold Executive Board Meeting inviting **Executive Committee - President, President-Elect, Secretary, Treasurer, Immediate Past President, Newsletter Editor, and one other person or persons selected by the President. The Maryland State Director of Child Nutrition and Transportation serves on the committee in an advisory capacity.**
- **All Executive Board Members attend all Executive Board Meetings**
- President - Hold Convention Committee Meeting
- Secretary- Send minutes of the Executive Committee Meeting to the President prior to the Executive Board Meeting.
- Treasurer - Prepare Treasurer’s Report for the Executive Board Meeting and the Convention Committee Meeting. Get information needed for the 990EZ Form together. Complete and mail this form.
- Historian-Nominating - Put minutes from Board Meeting and Convention Meeting in Historical Book
- Present - Slate of Officers to the Executive Committee.
- House of Delegates - Mail credential cards, ribbons and Officer’s Breakfast tickets to House Delegates members.
- Education - Locate sites for Education workshops
- Industry Advisor - Mail exhibitors packets for convention

- Newsletter Editor - Serving Spoon mailing
- Rhonda Motley Gold Success - Receive Rhonda Motley Gold Success Books and give to Judging Committee (Recently this committee has been composed of Child Nutrition Branch , MSDE employees.) Order Rhonda Motley Gold Success Awards.

OCTOBER

- President - Hold Convention Committee Meeting, preside over the MSNA Annual Conference, preside over MSNA House of Delegates at annual conference, hold MSNA wrap-up meeting for the Annual Conference. **HAVE FUN : YOUR COMMITTEE WILL DO WELL!**
- Chapter Program of Work due to president.
- President-Elect - Aide in the implementation of the MSNA Conference, participate actively in the wrap-up meeting by reviewing the evaluations of the conference so as to meet the needs and desires of the members who attend the next conference.
- Treasurer - Convention Registrations Due, Prepare registration packets
- Historian-Nominating - Put minutes from Executive Board and House of Delegates in Historical Book, Prepare ballot and distribute at the Annual Conference
- Membership - Submit an article to the Serving Spoon
- Ways and Means - Gather items to be available at the Annual Conference
- Federal Legislation - Attend House of Delegates and Annual Conference. Start planning MSNA LAC by arranging site and transportation.
- Education - Develop education workshop agenda
- Industry Advisor - Mail exhibitors packets for convention
- Newsletter Editor - Articles due to Serving Spoon Editor

NOVEMBER

- Ways and Means - Send fund raiser articles to chapters not attending the Annual Conference.
- Education - Secure workshop presenters
- Industry Advisor - Send thank-you notes to exhibitors for participating in the convention. Include a picture of their booth.

DECEMBER

- Louise Sublette - Applications due to MSNA President

JANUARY

- President - Executive Committee Meeting, within 2-3 weeks hold Executive Board Meeting
- Set snow date for January meeting
- President-Elect - First Convention Committee Meeting
- Budget and overall objectives determined
- Treasurer - Provide up to date treasurer's reports for Executive Board Meeting and Convention Committee Meeting
- Federal Legislation - Mail MSNA LAC information. Start to set up appointments for LAC.
- State Legislation - Monitor Maryland General Assembly for bills pertaining to MSNA and Child

Nutrition Programs

- Newsletter Editor - Send request for articles for the Serving Spoon to the Executive Board Members

FEBRUARY

- Secretary - Send minutes of Executive Board Meeting to Executive Secretary
- Federal Legislation - Request catering for LAC, Confirm space and transportation. Request room for Legislative Breakfast and contact Hill catering.
- State Legislation - Monitor Maryland General Assembly for bills pertaining to MSNA and Child Nutrition
- Education - Mail registration letters for Spring Workshops
- Rhonda Motley Gold Success - Mail out Rhonda Motley Gold Success Information
- Louise Sublette - Book due to MSNA President
- Scholarship - MSNA application due to the MSNA Executive Secretary
- Heart of the Program Application due to MSNA President

MARCH

- President - Hold Executive Committee Meeting and Executive Board Meeting within 2-3 weeks.
- President-Elect - Hold Convention Committee Meeting
- Treasurer - Prepare to date reports for Executive Board Meeting and Convention Committee Meeting
- Historian - Put minutes for Executive Board Meeting and Convention Committee Meeting in Historical Book
- House of Delegates - Mail out forms for House of Delegates reports and form sheet for resolutions and amendment procedures.
- Federal Legislation - Attend LAC and MSNA LAC
- Education - Hold Spring Workshops
- Industry - Prepare Industry Advisory letters for renewal or first time memberships.
- Editor - Serving Spoon Mailing

APRIL

- President-Elect - Attend SNA leadership conference with incoming president-elect, send next years Executive Board Member names to Executive Secretary
- Secretary - Send Executive Board minutes to Executive Secretary
- Treasurer - Have agent fill out Personal Property Return form. Due April 15.
- Ways and Means - Set up photographer for convention.
- Federal Legislation - Send invitations for legislative breakfast, assemble packets for legislative breakfast, attend and co-ordinate legislative breakfast
- State Legislation - Monitor Maryland General Assembly for bills pertaining to MSNA and child nutrition
- Industry Advisor - Update exhibitor letter for convention
- Newsletter Editor - Serving Spoon articles due to editor

MAY

- President - Hold Executive Committee Meeting, within 2-3 weeks hold Executive Board Meeting. Chapters Program of Work due to MSNA president.
- President-Elect - Hold Convention Committee Meeting, Hold MSNA Leadership Workshop.
- Arrange for Installation of Officers at Leadership Workshop
- Treasurer - At Executive Committee Meeting have information ready to do the budget for the coming year. At Leadership Training Workshop present up to date treasurers reports for Executive Board and Convention Committee Meetings. Present MSNA Budget for approval. Explain differences.
- At Leadership Training Workshop explain Treasurer's responsibilities and explain the budget variances. During the year receive all expense vouchers and bills. Pay promptly and keep ledger up to date.
- Receive all moneys and deposit as soon as possible. Balance check book with bank statement each month.
- Historian/Nominating - Gather candidates for slate of officers
- House of Delegates - Resolutions and Amendments due to Legislative committee.
- Industry Advisor - Mail Industry letter

JUNE

- Historian/Nominating - Prepare ballot for distribution at annual conference
- House of Delegates - Executive Board yearly reports due
- Industry Advisor - Mail Exhibitor packets
- Rhonda Motley Gold Success - Receive candidates
- Louise Sublette - Give out Louise Sublette information
- Newsletter Editor - Serving Spoon mailing