



Making the right food choices, together.

Planning Your Year as Chapter President

Event	Chapter's Responsibilities	MSNA's Responsibilities
House of Delegates (HOD)	<ul style="list-style-type: none"> Chapter is responsible for sending annual report of chapter's activities for HOD packet. Chapter is responsible for sending the appropriate voting delegate to represent your chapter at HOD meeting. 	<ul style="list-style-type: none"> MSNA will send mailing to Chapter President for annual report or form can be found on website. Chapter Presidents should be prepared to give a brief update on chapter activities at HOD meeting. MSNA will mail credentials to authorized delegates.
Parade of Leaders	<ul style="list-style-type: none"> Chapter presidents march in parade when scheduled at State Convention. 	<ul style="list-style-type: none"> MSNA will mail forms requesting information from Chapter President. MSNA will provide information regarding logistics of the parade.
Chapter Presidents Community www.schoolnutrition.org www.mdsna.org	<ul style="list-style-type: none"> Chapter President or designee to check website regularly for updates regarding news and documents. Chapter President or designee to provide updated information to website chairperson. 	<ul style="list-style-type: none"> MSNA will update website regularly. MSNA will maintain access and integrity of the group participating.
Chapter Leadership Grid	<ul style="list-style-type: none"> Provide MSNA with updated information on county leaders, including contact information. 	<ul style="list-style-type: none"> MSNA will provide the document to be completed annually during the State Leadership Conference.
Chapter Meetings	<ul style="list-style-type: none"> Provide MSNA with Chapter Association meeting dates and contact information. 	<ul style="list-style-type: none"> MSNA will maintain updates to contact information on an ongoing basis.
President's Meetings	<ul style="list-style-type: none"> Chapter President or designee should attend Executive Board meetings quarterly. Chapter President or designee should attend State Convention Meeting. 	<ul style="list-style-type: none"> MSNA will notify chapter president of meeting dates and locations. MSNA will provide information and updates on Plan of Action.

<p>MSNA Legislative Workshop</p>	<ul style="list-style-type: none"> Chapter Presidents are encouraged to attend with their chapter's Legislative Chair. 	<ul style="list-style-type: none"> MSNA provides information regarding MSNA Legislative Workshop.
<p>Event</p>	<p>Chapter's Responsibilities</p>	<p>MSNA's Responsibilities</p>
<p>State Leadership Conference</p>	<ul style="list-style-type: none"> Chapter will send at least one chapter representative – preferably the incoming president – to receive leadership training and information on the coming year's Plan of Action. Chapter will participate in discussion on any Mega Issues. 	<ul style="list-style-type: none"> MSNA will provide information about meeting logistics and provide materials. MSNA Executive Committee will serve as key resources to assist with development of Plan of Action.
<p>SNA and MSNA Awards</p>	<ul style="list-style-type: none"> Chapter should inform members about the awards that are open to all state membership and encourage members to apply. 	<ul style="list-style-type: none"> MSNA will provide detailed award application information, including deadlines, during MSNA Leadership Conference. MSNA will post award applications to the website. MSNA Executive Secretary will send email reminder direct when an award application is due. MSNA will notify winners. MSNA will provide awards for the presentation.