

**MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC EXECUTIVE BOARD COMMITTEE**

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