

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

**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. Attend to responsibilities outlined in SNA's State President's Time Line (distributed annually by SNA at its National Leadership Conference and also on SNA's website at [www.schoolnutrition.org/stateresources](http://www.schoolnutrition.org/stateresources)).
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.
13. One week in advance of each Executive Board meeting, get list of Chapters that have not provided Chapter President's Quarterly Update from Executive Secretary and contact chapter presidents to discuss. The president may request assistance from Vice President in contacting chapters.
14. Arrange with President-Elect to go to the bank Friday during the MdSNA annual convention to update the signature cards for the association's account(s). President should have his/her name removed and the incoming President's name added.