

TSNA Policies and Procedures

Revised January 2020

All officers shall hold office until the end of the annual conference at which their successors are installed. To be eligible for an office, a member must be an active (defined as being in good standing with TSNA and dues are current) member of TSNA and SNA, and have held a TSNA office or have been a committee chairman at least one year prior to the election. This officer must be regularly employed by a non-profit organization in an eligible field.

Election of Officers:

- Presentation of Slate of Officers.
 - A slate of officers will be developed by the Nominating Committee for approval by the Executive Board. These officers will take office at the end of the Annual Conference.

PRESIDENT

The President shall be the chief elected officer of the Tennessee School Nutrition Association (TSNA) and shall serve one year.

Roles:

- Provides the leadership for implementing the vision and mission of the Tennessee School Nutrition Association to all its members
- Provides leadership for implementing the strategic priority issues and the Strategic Plan

Responsibilities:

- Represents the Association in policy matters
- Becomes familiar with the responsibilities and duties of the Immediate Past President
- Serves as Chair of the Executive Board and the Executive Committee
- Presides at and establishes time schedules for Executive Board meetings of the Association
- Serves as an ex officio member of all committees and advisory boards, except the Nominating Committee
- Prepares the agenda for Executive Board and Executive Committee meetings
- Appoints chairs of all committees and advisory Boards subject to Executive Board approval
- Follows up on the action taken by the House of Delegates and the Executive Board
- Initiates and directs the implementation of the Annual Plan of Action
- Coordinates activities of the Board with the Executive Director
- Ensures that the President-elect and Immediate Past-President are fully informed on policy matters
- Sees that all recommendations submitted to the Executive Committee and Board are duly considered
- Leads the Executive Committee and Board to ensure consideration of relevant information and opinion and to ensure decisions are knowledge based and reflect the views of the majority

- Advises Board members and chairs of committees of their rights and responsibilities, and requests their recommendations on policy and procedure matters
- Works with the Executive Director on policy and procedures for the continued improvement of the Association
- Conducts the evaluation of the Executive Director in conjunction with the Executive Committee and reports the results to the Board
- Responds to all communication and requests for information from SNA in a timely manner
- Represents TSNA at SNA Annual Conference House of Delegates
- Works closely with the President-elect, Vice-President, Immediate Past-President and Executive Director to ensure that the skills and strengths of the Executive Committee are used to maximum advantage in assigning tasks

SUGGESTED PROJECT CALENDAR FOR PRESIDENT
(Dates of national meetings will affect calendar)

Month	Activity
August	Prepares association newsletter to be distributed to members by email
	Plans Fall Executive Board Meeting and Board Training with the Executive Director
	Prepares agenda for Executive Board Meeting
	Attends Industry Advisory Board Meeting (if applicable)
September	Prepares association newsletter to be distributed to members by email
	Conducts evaluation of the Executive Director with the Executive Committee
	Presides at Fall Executive Board Meeting
	Completes progress report for current Annual Plan of Action and shares with the board
	Attends Industry Advisory Board Meeting (if applicable)
October	Prepares association newsletter to be distributed to members by email
	Attends TSNA Industry Conference (every other year)
	Attends Industry Advisory Board Meeting (if applicable)
November	Prepares association newsletter to be distributed to members by email
	Attends Industry Advisory Board Meeting (if applicable)
December	Prepares association newsletter to be distributed to members by email
	Attends Industry Advisory Board Meeting (if applicable)
January	Prepares association newsletter to be distributed to members by email
	Publicizes and promotes SNA Awards to members
	Represents TSNA at SNA's Industry Conference
	Attends Industry Advisory Board Meeting (if applicable)
February	Prepares association newsletter to be distributed to members by email
	Attends Industry Advisory Board Meeting (if applicable)
March	Prepares association newsletter to be distributed to members by email
	Receives and coordinates judging for Manager of the Year, Employee of the Year & Director of the Year awards
	Disseminates State Award winners to SNA by designated deadlines as outlines by SNA headquarters
	Represents TSNA at LAC

	Chairs Spring Executive Board Meeting
	Reviews progress report for current Annual Plan of Action with the Board of Directors
	Attends Industry Advisory Board Meeting (if applicable)
April	Prepares association newsletter to be distributed to members by email
	Attends National Leadership Conference
	Attends Industry Advisory Board Meeting (if applicable)
May	Prepares association newsletter to be distributed to members by email
	Submits President's Award of Excellence to SNA by designated deadline
	Works on annual report with the Executive Director to be presented at House of Delegates meeting
	Attends Industry Advisory Board Meeting (if applicable)
June	Prepares association newsletter to be distributed to members by email
	Presides at annual TSNA State Conference
	Chairs the pre-conference Executive Board Meeting and other scheduled meetings
	Attends Past President's Luncheon during TSNA State Conference
July	Represents TSNA at SNA House of Delegates and Annual National Conference
	Attends all scheduled meetings at Annual National Conference

PRESIDENT-ELECT

The President-elect is the first-in-line chief elected officer of TSNA. This officer acts for and supports the President when needed and/or requested. The President-Elect shall serve for one year. At the close of the one-year term of office shall automatically become President of the Association.

Responsibilities:

- Attends National Leadership Conference
- Serves as chair at the House of Delegates meeting at annual state conference
- Prepares a Plan of Action for the upcoming year
- Assists the Executive Director in the development and production of the annual TSNA handbook
- Represents TSNA when applicable
- Performs the duties of the President in the absence of the President
- Becomes familiar with the responsibilities and duties of the President and Immediate Past President and other members of the Executive Board, committees, advisory boards and affiliated chapters
- Succeeds to the of President at the end of the second annual conference following election, or in the event of the death, resignation, or removal from office of the President
- Fills all committee chairperson vacancies and Industry Advisory Board vacancies prior to being installed as President of TSNA
- Represents TSNA at SNA House of Delegates and Annual National Conference

Activities

- Attends Legislative Action Conference

- Attends SNA National Leadership Conference
- Prepares a Plan of Action for the ensuing year
- Presents the Annual Plan to Executive Board and House of Delegates prior to year as president
- Seeks recommendations from Executive Board members and local leaders for appointees to committees and advisory boards
- Sends communications to standing committee chairs advising them to choose their committee members considering a broad representation from all areas of the state
- Represents the Association in policy matters, ceremonies, protocol functions and state association visits as applicable
- Coordinates the Board orientation activities for the newly elected Board members, ensuring effective transfer of information and responsibilities
- Performs other duties as requested by the President, Executive Board or the House of Delegates

SUGGESTED PROJECT CALENDAR FOR PRESIDENT-ELECT
(Dates of national meetings will affect calendar)

Month	Activity
August	Attends Industry Advisory Board Meeting (if applicable)
	Reviews the Strategic Plan and makes plans for completing the President’s Annual Plan of Action
September	Attends Fall Executive Board meeting
	Completes “To Do List” following Board meeting and distributes to Board
	Attends Industry Advisory Board Meeting (if applicable)
October	Attends Industry Advisory Board Meeting (if applicable)
November	Attends Industry Advisory Board Meeting (if applicable)
December	Attends Industry Advisory Board Meeting (if applicable)
January	Begins committee appointments for the following year to be submitted for approval at the Spring Executive Board meeting
	Attends Industry Advisory Board Meeting (if applicable)
February	Develops Calendar for next year
March	Attends Spring Executive Board Meeting
	Attends Industry Advisory Board Meeting (if applicable)
	Organizes Strategic Planning Workshop for the three-year strategic plan (if applicable)
	Gathers materials for Handbook
	Sends new committee chairs a copy of the Bylaws referring to committees, procedure for committee functions in cooperation with Board and policy concerning committee attendance
	Attends Industry Advisory Board Meeting (if applicable)

	Attends LAC
April	Works with the President, Vice-President and other Tennessee delegates to SNA's National Leadership Conference to develop Plan of Action for the upcoming year
	Submits Plan of Action for approval by Executive Board
May	Sends proposed Plan of Action to all Delegates prior to House of Delegates meeting
	Prepares agenda for House of Delegates meeting
	Coordinates distribution of all HOD materials to delegates four weeks prior to House of Delegate Meeting
	Attends Industry Advisory Board Meeting (if applicable)
June	Prepares Voting Cards for House of Delegates (if applicable)
	Reviews House of Delegates materials and procedures
	Attends the Executive Board meeting during state conference
	Chairs House of Delegates meeting (if applicable)
	Presides at one general session at TSNA Annual Conference
	Attends past-president function during Conference
	Conducts incoming Chapter President's workshop during TSNA Annual Conference
July	Represents TSNA at SNA House of Delegates and Annual National Conference
	Attends all scheduled applicable meetings at Annual National Conference

VICE-PRESIDENT

The Vice-President shall serve for one year. At the close of the one-year term of office shall automatically become President-Elect of the Association.

Responsibilities:

- Become familiar with the responsibilities and duties of the President, President-Elect and other members of the Executive Board, committees, and affiliated chapters.
- Performs all other duties as determined by the President and Executive Board.
- Succeeds to the office of President-Elect in the event of death, resignation, or removal of the office of President-Elect.
- Performs the duties of the President in the absence of the President-Elect.
- Serves as Co-chair of the annual conference.

SUGGESTED PROJECT CALENDAR FOR VICE PRESIDENT

(Dates of national meetings will affect calendar)

Month	Activity
August	Attends Industry Advisory Board Meeting (if applicable)

September	Attends Fall Executive Board meeting
	Assists President-Elect with completing the "To Do List" following Board meeting and distributes to Board
	Attends Industry Advisory Board Meeting (if applicable)
October	Attends Industry Advisory Board Meeting (if applicable)
November	Attends Industry Advisory Board Meeting (if applicable)
December	Attends Industry Advisory Board Meeting (if applicable)
January	Work with Immediate Past-President and Steering Committee for Conference Planning
	Attends Industry Advisory Board Meeting (if applicable)
February-March	Attends Industry Advisory Board Meeting (if applicable)
	Attends Spring Executive Board Meeting
	Attends LAC
April	Works with the President, President-Elect and other Tennessee delegates to SNA's National Leadership Conference to develop Plan of Action for the upcoming year
May	Attends Industry Advisory Board Meeting (if applicable)
	Assists in coordinating the distribution of all HOD materials to delegates four weeks prior to House of Delegate Meeting
June	Assists President-Elect in Preparing for the House of Delegates Meeting
	Attends the Executive Board meeting during state conference
	Assists President-Elect in Conducting the incoming Chapter President's workshop during TSNA Annual Conference
July	Represents TSNA at SNA House of Delegates and Annual National Conference (if applicable)
	Attends all scheduled applicable meetings at Annual National Conference

IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall serve for one year.

Responsibilities:

- Appoints conference steering committee
- Serves as Chairperson of the Annual State Conference
- Performs the duties of the President in the absence of the President, President-Elect and Vice-President
- Performs any other duties as assigned by the President or Executive Board

- Serves as a member of the TSNA Executive Committee

Month	Activity
August	Appoints Conference Steering Committee for June state conference
September	Attends Fall Executive Board meeting
October	Schedules and attends conference site visit
January	Schedules and facilitates meeting of Conference Steering Committee (if applicable)
February March	Schedules and facilitates meeting of Conference Steering Committee (if applicable)
	Attends Spring Executive Board meeting
	Attends LAC
	Prepares conference materials for the annual TSNA handbook
April	Provides President-Elect and/or Executive Director with all Handbook material pertinent to conference including schedule, interest session information, speaker biographies, and conference layout
May	Finalizes all conference activities, scripts and other pertinent material prior to annual state conference
June	Attends Executive Board meeting
	Schedules and facilitates Conference Steering Committee meeting
	Attends House of Delegates

SECRETARY/TREASURER

The Secretary/Treasurer is appointed for a two-year term as the recording officer for the TSNA Executive Board, Executive Committee & the Association. The Secretary/Treasurer shall be elected in even numbered years.

Responsibilities:

- Assures that all minutes of the House of Delegates, the Executive Board, the Executive Committee and the Budget Committee are accurately recorded and prepared for distribution
- Records attendance and actions taken at Executive Board meetings, Executive Committee meetings & House of Delegates meetings
- Sends minutes of all meetings to the Executive Board, the Executive Committee and the House of Delegates within three (3) weeks of said meeting
- Attends meetings/functions as necessary
- Conducts orientation of Secretary/Treasurer-elect towards end of term
- Attends LAC

- Performs other duties as assigned by the President, Executive Board or House of Delegates
- Supervises and monitors the funds, investments, and securities of TSNA
- Monitors and reports expenditures and revenues, comparing these with the approved budget; notifies the appropriate persons of the status
- Reports financial status to all appropriate entities
- Drafts checks to be co-signed by the Executive Director
- Reports the financial condition of the Association via a written financial report at each meeting of the Association, the Board and the Executive Committee and at any other time upon the request of Executive Committee Members
- Attend the fall budget preparation meeting of the Budget Committee
- Review and make recommendations on the annual budget prepared by the Budget Committee
- Makes available all financial data needed for an independent audit
- Assure that all IRS reports/filings are accomplished by the Executive Director
- Treasurer sends checks for signature
 - Supporting invoices are mailed to Treasurer as a backup to checks
 - Supporting data is reviewed and approved with budget line item detailed by the Executive Director before being sent to the Treasurer
 - Treasurer reviews supporting data for compliance with approved Board policies and procedures

Minutes:

All of the official minutes recorded by the Secretary plus a final, complete copy of the Board reports prepared for that meeting with relevant background material, will be kept in the Executive Director's office in the official archives.

- Background will be available for review upon majority vote of the Board or future Boards.
- References to the "Board" in minutes refer to the Executive Board of the Tennessee School Nutrition Association. Other boards will be identified by title.
- Executive Board meetings should be taped. These audio tapes are used to verify accuracy of minutes. The tapes of the current Board year are kept until six months after the Board-year ends, then are destroyed. If there is a conflict between the tapes and the approved minutes, Board action may be required to resolve the conflict.
- Minutes include a brief description of the presented action with the official motion.
- Brief, corporate format is used for minutes.
- If guests or presenters are in attendance, they are identified in the minutes.

Motions:

- All motions passed, amended and defeated are recorded in the minutes.
- Motions for phone, e-mail or mail Board votes also will be recorded in the next official meeting minutes. (Minutes must also be for these official Board meetings.)

Votes:

- If any members are absent during a vote, their names are recorded as absent during the vote in the minutes.

SUGGESTED PROJECT CALENDAR FOR SECRETARY/TREASURER

Month	Activity
On-Going	Drafts and signs all checks
	Supervises and monitors all Association funds, investments and securities
August/September	Attends Fall Executive Board meeting
	Drafts minutes of the meeting and readies them for distribution within three (3) weeks of the Fall Board Meeting
	Attends Budget Committee Meeting
	Assists in drafting a proposed annual budget in cooperation with the Budget Committee Chair and the Executive Director
	Submits a financial report to the Executive Board
	Submits an investment report to the Executive Board
February/ March	Attends Spring Executive Board meeting
	Drafts minutes of the meeting and readies them for distribution within three (3) weeks of the Spring Board Meeting
	Submits a financial report to the Executive Board
	Submits an investment report to the Executive Board
	Attends LAC
May/June	Attends all meetings during state conference
	Records minutes of all meetings, drafts minutes report and readies report for dissemination
	Attends House of Delegates meeting; records minutes and readies report for dissemination
	Submits a financial report to the Executive Board
	Submits an investment report to the Executive Board
	Attends and participates in House of Delegates meeting. Presents financial report to the House of Delegates.

TRAVEL REIMBURSEMENT OF EXECUTIVE BOARD

- Hotel Rates: TSNA will pay the rate of a single room. The individual will receive reimbursement after submitting a receipt to the Executive Director for approval. Overnight travel is allowed for

stay greater than 50 miles. If extenuating circumstances, the Executive Director can approve exceptions prior to the trip.

- Meals in-state: For a single day meeting when overnight stay is required, meals will be reimbursed at the state/city per diem rates.
- Meals out-of-state: Meal rates are available on the General Service Administration Website. Meals will be reimbursed at the state and city per diem rates of the state where traveled to.
- Per Diem is reimbursed at ¾ of the amount the day the person leaves and the day the person returns.
- If meals are covered in the registration fee, these meals will be deducted from the per diem.
- Travel in and out-of-state: Mileage will be reimbursed at the GSA established rate. The individual shall make all travel arrangements. Carpooling is encouraged whenever possible. The individual shall advise the Executive Director of arrival plans prior to the scheduled meeting.
- Airline Travel: Airline fares will be reimbursed to the individual with a receipt.
- Cab fare/airport transportation: Reasonable taxi, Uber, Lyft, shuttles, etc. fares are allowed from airports. Fares will be reimbursed to the individual with a receipt.
- Airport parking/parking lot: These will be reimbursed with a receipt.
- Registration fees: TSNA will pay all registration fees for the designated officers. The individual will need to fill out the registration form, send it to the Executive Director for processing and payment with the association’s credit/debit card or by check.

Conference	Ex. Dir.*	Pres.	Pres. Elect	Vice-President	I PP	Sec./Treasurer	PPL Chair	Ind. Chair	Future Lead. Up to 2	L. Aca. (2)	Past Pres.	Mem. Chair
LAC - Legislative Action Conference	X	X	X	X	X	X	X			X		
NLC - National Leadership Conference	X	X	X	X					X			X 1 ST YR.
SNIC - School Nutrition Industry Conference	X	X						X				
ANC- Annual National Conference	X	X	X	X	X	X						
TSNA State Conference	X	X	X	X	X						X (REG. ONLY)	

*Executive Director travel to be paid from the TSNA budget, Line #205.2

- Executive Director will submit payment for all conferences. The early-bird rate must be utilized.

- TSNA Past Presidents receive free TSNA State Conference registrations.
- TSNA State Conference – Executive Director arranges and prepays for hotel room for President.
- Non-reimbursed travel for **required** Executive Board events will be reimbursed at state rate upon receipt of supporting travel expense forms/receipts **excluding** TSNA State Conference.
- Others to attend ANC: State Manager of the Year winner and drawing winner from State Conference.

TRAVEL REIMBURSEMENT OF PRESENTERS, SPEAKERS AND ENTERTAINERS

- Hotel Rates: TSNA will pay the rate of a single room. The individual will receive reimbursement after submitting a receipt to the Executive Director, after being signed off on by the Committee Chair.
- Meals in-state: For a single day meeting where overnight stay is required, meals will be reimbursed at the state per diem rates.
- Per Diem is reimbursed at $\frac{3}{4}$ of the amount the day the person leaves and the day the person returns.
- If meals are covered in the registration fee, these meals will be deducted from the per diem.
- Airline Travel: Airline fares will be reimbursed to the individual with a receipt.
- Cab fare/airport transportation: Reasonable taxi, Uber, Lyft, shuttles, etc. fares are allowed from airports. Fares will be reimbursed to the individual with a receipt.
- Airport parking/parking lot: These will be reimbursed with a receipt.
- In order for presenters and/or speakers to be reimbursed everything must first go through the Committee Chair that has lined them up and receive the Committee Chair approval. Presenters and/or speakers must submit all receipts to the Committee Chair that scheduled their presentation in order to be reimbursed. The Committee Chair will review and approve or deny payment for submitted receipts based on speaker contract. The Chair will then submit all reimbursement and receipts to the Executive Director for payment approval.

EXECUTIVE BOARD

- The Executive Board shall formulate policies between meetings of the House of Delegates; adopt the annual budget; receive and/or act on reports; approve resolutions; conduct the business affairs and have all other powers and duties specifically provided to it by the Articles of Incorporation and Bylaws which are necessary to achieve the objectives not specifically delegated to other agents by the Articles of Incorporation or Bylaws.
- Voting members of the Executive Board shall consist of the President, President-Elect, Vice-President, Immediate Past President, Secretary/Treasurer, Regional Representatives(3), Standing Committee Chairs, Industry Advisory Board Chairperson, and two representatives from the State Department of Education.

- Two representatives from the State Department of Education will serve as voting members of the Executive Board. The State Director and one staff person will serve on the board each year. The State Director of the School Nutrition Program will ensure that the Board position is /T/filled.
- Executive Board Members must attend 50% of the meetings annually in order to maintain their position on the Board. The TSNA Secretary/Treasurer will track the attendance beginning with the first meeting of the new year.

Executive Director

The Executive Director serves as the Chief Executive Officer, responsible to the Executive Board for the effective conduct of the affairs of TSNA. Recommends and participates in Board formulation of Association mission, goals, and objectives and related policies. Within that framework, plans, organizes, coordinates, and assists in directing the programs and activities of TSNA and SNA. The Executive Director for TSNA will serve as a member of the Board, but has no voting rights. The Executive Director shall be employed under contract by the Board for an initial two-year period. Prior to the fall Executive Board meeting each year a formal evaluation will be conducted. Upon recommendation of the Executive Committee, a one-year contract extension may be offered.

Responsibilities:

- Directs the affairs of the Association in accordance with the bylaws adopted by the House of Delegates. No action shall be taken which conflicts with actions of the House of Delegates or Bylaws of the Association.
- Follows general and specific recommendations made by the House of Delegates.
- Manages and directs the financial affairs of the Association.
- Recommends organizational structure, job descriptions and salary ranges for the employees of the Association.
- Establishes and maintains the headquarters office through effective managerial and leadership abilities.
- Manages the Budgets of the Association including assisting in the preparation and monitoring of the annual budget and long-range forecast of needs.
- Ensures all IRS regulations and filings/record retentions are followed.
- Ensures the legal integrity of the Association. Archives and stores association records.
- Maintains an effective program of membership development and services including certification.
- Coordinates annual conference of the Association and other meetings and seminars approved by the Executive Board.
- Serves as Chief Executive Officer with no voting power.
- Develops and maintains a sound working relationship with the Executive Committee, Executive Board, and House of Delegates, and maintains effective contact with membership through local and district meetings.
- Supports achievement of Association's goals.
- Engages in a program to improve knowledge and skills through continuing education and Association involvement.
- Responsible for development, production and distribution of the annual TSNA member handbook with assistance from the President-Elect.

- Acts as the primary spokesperson for TSNA, representing the Association's mission and vision to its many publics
- Works to strengthen the partnerships between TSNA, legislators, industry, allied associations and other TSNA publics

In the event the Executive Director cannot function, and there is a time when the Association is without a person to fill this position, the following is authorized:

- The President will co-sign checks.
- The Membership Chair will assume all duties relative to membership.
- The Professional Development Chairperson will assume those duties relative to continuing education.
- A task force appointed by the President shall meet and assume and assign responsibilities in order for business of the Association to continue without interruptions.

EXECUTIVE COMMITTEE

Composition.

- The voting members of the Executive Committee shall consist of the Immediate Past President, the sitting President (who shall act as Chair), President-elect, Vice-President, and Secretary/Treasurer.
- The Executive Director shall be a non-voting member.

Responsibilities

- Proposes to the Executive Board the administrative and management policies of the business of the Association consistent with the actions and policies established by the Executive Board and the House of Delegates.
- Considers all business referred to it by the Executive Board.
- Acts in emergencies when time does not practically permit a meeting of the entire Executive Board, as determined by the President. Action taken shall not be in conflict with Executive Board policies and Bylaws of the Association.
- Reviews the financial status of the Association.
- Analyzes reports.
- Employs certified public accountants that shall annually, at a minimum, audit the Association's account.
- Approves an annual, independently audited financial statement from the previous fiscal year. Said audit shall be published in the Association's conference handbook/publication and on the TSNA website.
- Reports all actions taken to the Executive Board.
- The voting members of the Executive Committee prepare and administer the Executive Director's evaluation each year prior to the fall meeting.

Quorum and Voting

- A majority of members constitute a quorum. A two thirds (2/3) majority of voting members present after a quorum has been established will be necessary to pass any proposed action(s).

