

**NEW MEXICO SCHOOL NUTRITION ASSOCIATION  
STANDING RULES/POLICIES/PROCEDURES**



**Feeding Bodies. Fueling Minds.™**

**May 2020**

- Standing Rules are rules or procedures that add further details to those rules stated in the Bylaws.
- Standing Rules are rules related to details of administration of the Association.
- Standing Rules (new) may be adopted by a majority vote of the members of the Executive Board.
- Standing Rules may be amended either by two-thirds vote without previous notice or majority vote with previous notice.
- Standing Rules shall be attached to the current Articles of Incorporation and Bylaws.

**I. RULES GOVERNING MEMBERSHIP**

- A) State and National Dues will be submitted to the National Association who will rebate State Dues to Executive Director.
- B) The ROADRUNNER shall be distributed to all members.

**II. RULES GOVERNING MEETINGS**

- A) State Conference – Notice, including date, place, and time shall be sent to each member through publication in the ROADRUNNER, via the Association website and in a separate mailing no less than forty-five (45) days prior to the conference. Members, industry personnel and others who have an interest in promoting food and nutrition programs shall be eligible to attend.
- B) Executive Board will attend regular board meetings and must notify President prior to board meeting when unable to attend. Any excused absences must be approved by the Executive Committee. All other absences will be considered non- excused. A non -excused absence from one board meeting will automatically be considered as resignation by the Executive Board. Executive Board should acknowledge all correspondence received via emails or calls

within 24 hours from other board members or Executive Director. The NMSNA Executive Board is responsible for conducting business for all NMSNA members and must ensure that communications are responded to in a timely manner. The Executive Board represents the state of New Mexico and must ensure they are good ambassadors of NMSNA at both the state and national level.

- C) Minutes from board meetings will be posted on the NMSNA website within 30 days after meeting occurs.
- D) Minutes from Executive Committee meetings will be emailed to the Executive Board within 7 days after meeting occurs.
- E) All expenditures not in NMSNA budget must be submitted to Finance Committee to determine where funds will come from.
- F) All Executive Board members must comply with NMSNA Bylaws & Standing Rules.
- G) Executive Director should be included in all meetings relating to NMSNA business and should be cc'd by all board members on any business relating to NMSNA business.
- H) Whenever possible the fall board meeting will be held in different parts of the state, the winter board meeting will be held in Albuquerque or Santa Fe and the summer board meeting will be held wherever the state conference is held.

### **III. DUTIES OF OFFICERS**

#### **A) President**

1. Becomes knowledgeable with Association Bylaws & Standing Rules to perform the functions of President;
2. Represents the Association in policy matters and is the chief spokesperson and representative;
3. Serves as Chair of the Executive Board and Executive Committee;
4. Presides at meetings;
5. Serves as an ex-officio member of all committees, except the Nominating Committee;
6. Prepares the agenda for the Executive Board and Executive Committee meetings in concert with Executive Director;
7. Appoints, with the approval of the Executive Board, consultants to committees where needed;
8. Appoints and may remove, with the approval of the Executive Board, members of committees or Chairs of committees;
9. Initiates response to action taken by the Executive Board;
10. Establishes time schedules for meetings;

11. Initiates and directs the implementation of the Plan of Action and presents the National Association's programs of work at the Association Executive Board fall meeting;
12. Coordinates activities of the Executive Board with the Executive Director;
13. Submits annual reports of the Association's activities to the National Association's President and/or Western Regional Director as required;
14. Attends the national Legislative Action Conference and School Nutrition Industry Conference (SNIC) (if cannot attend SNIC, can select another NMSNA officer to attend in their place);
15. Attends Annual National Conference and represents New Mexico at the National Delegate Assembly;
16. Coordinates with Executive Director to create an annual calendar of special events for promoting activities;
17. Organizes PR events and serves as Board spokesperson;
18. Addresses inquiries from the media and other interested parties;
19. Sees that all orders and resolutions of the Executive Board are carried into effect;
20. Oversees supervision of Association employees and initiates annual evaluations for the Executive Director, Processor and ROADRUNNER Editor;
21. Requests and obtains approval from the Executive Board, either at the Executive Board meeting or via email, for any travel expenses to be incurred by Association members traveling on behalf of the Association at the President's request. The President must obtain a majority vote from the Executive Board and report the tally back to the Executive Board prior to the trip in question. Any travel provided for in the Bylaws is exempt from this process;
22. Serves as liaison between Superintendents, school boards and other schools administrators and NMSNA.
23. NMSNA Chairs / Officers serve on State Conference Committee

#### B) President Elect

1. Becomes knowledgeable with Association Bylaws & Standing Rules;
2. Studies the duties and responsibilities of the President, other members of the Executive Board, committees, and state chapters;
3. Represents the Association at the request of the President;
4. Performs the duties of the President in the President's absence;
5. Chairs the State Conference Committee;
6. NMSNA Chairs / Officers serve on State Conference Committee
7. Attends the National Leadership Conference;
8. Attends the Association National Conference and represents New Mexico at the National Delegate Assembly;
9. Attends the National Legislative Action Conference;
10. Attends School Nutrition Industry Conference (SNIC) (if cannot attend SNIC, can select another NMSNA officer to attend in their place);
11. Succeeds to the office of the President at the end of the annual State Conference or in the event of the President's death, resignation or removal from office.

C) Vice President

1. Chairs Membership Committee and assumes all duties regularly assigned;
2. Assists in organizing new chapters;
3. Coordinates the Regional Chairs as needed to increase membership and present annual goals for the state;
4. Attends National Leadership Conference, National Legislative Action Conference and the Annual National Conference and represents New Mexico as an alternate at the National Delegate Assembly;
5. Coordinates all activities of Standing Committees;
6. Participates as a member of the Conference Committee;
7. Performs those duties assigned by the President and becomes acquainted with the duties of the President Elect and President;
8. Performs the duties of the President Elect in the President Elect's absence;
9. Prepares press releases, keynote speeches
10. NMSNA Chairs / Officers serve on State Conference Committee
11. Performs other duties as assigned.

D) Secretary

1. Accurately records all minutes of the Executive Board and Executive Committee;
2. Records, compiles and duplicates the minutes of the meeting and e-mails to Executive Board members within thirty (30) days after the meeting;
3. Attends all Executive Board meetings;
4. Submits all material of the Secretary's Office to the successor at the end of the term. Records shall be submitted to the Executive Director as permanent records;
5. Maintains the attendance list by recording attendance at all Executive Board meetings;
6. NMSNA Chairs / Officers serve on State Conference Committee
7. Performs other duties as assigned by the President.

E) Treasurer

1. Will develop and enforce strong internal controls and financial management policies in collaboration with the NMSNA Finance Committee;
2. Drafts a proposed annual budget in cooperation with the President Elect, and Executive Director;
3. Reports expenditures against budget;
4. Keeps a full and accurate account of all receipts and disbursements in books belonging to the Association;
5. Keeps a calendar of filing requirements and deadlines with clear task assignments, including assigned alternates for tasks, and shares calendar with Finance Committee annually, and as any changes occur;
6. Collaborates with NMSNA Executive Director in submitting Edward Jones account statements to NMSNA CPA by the 5<sup>th</sup> of each month;

7. Keeps Executive Board & Finance Committee apprised of key financial events, trends, risks and concerns, and shares his/her assessments of the organization's fiscal health on a quarterly basis, or more frequently as needed, via an emailed narrative;
8. Will collaborate with the Executive Board & Finance Committee on any financial findings before action is taken;
9. Reconciles and submits Main Account bank statement, checks, deposits by the 5<sup>th</sup> of each month, and yearly 1099's to NMSNA CPA annually, on or before January 31<sup>st</sup>;
10. Works with NMSNA Executive Director to ensure all monthly bills are accurate;
11. Pays all the bills and invoices of the Association in a timely manner per budget allocation with the signatures of the Treasurer and/or Executive Director on checks;
12. Establishes and oversees the Main Account;
13. Records all monies received from dues and other activities;
14. Pays the expenses of the Executive Board, incurred from attending required meetings, from Association funds;
15. Attends required meetings of the Association's Executive Board and Executive Committee;
16. Presents an audited account at the Spring Executive Board meeting.
17. A new Treasurer must meet with NMSNA CPA within 4 weeks of assuming duties to gain knowledge of all NMSNA accounts and procedures.
18. All financial records shall be maintained by the Treasurer. The Executive Director shall ensure accurate and complete financial reporting and proper maintenance of all financial records and information, including tax returns. Treasurer shall turn said records and information over to the Executive Director at the end of his/her term, to be kept on file for seven (7) years.
19. While financial management is the primary focus of the Treasurer, the entire Board shares the responsibility of financial oversight and accountability.
20. NMSNA Chairs / Officers serve on State Conference Committee

#### **IV. GENERAL RULES GOVERNING STANDING COMMITTEES**

Standing Committees: Legislative, Nominating/Foundation, Resolutions/By-Laws, Finance, Education, Marketing, Public Relations, BIE, and Regional Chairs. Membership service committee. All standing committee chairs will be appointed by the President except for the Nominating/Foundation Chair and Finance Chair.

- A) Standing Committee members shall not serve as chair on more than one standing Committee at the same time with the exception of the Nominating Committee. The President shall appoint chairs to serve for two years. An individual may serve as chair no more than four consecutive years on any standing committee without the express approval of the Executive Board; the only exception is the Legislative Chair who can serve for six years and Marketing Chair who can serve indefinitely with annual approval by the Executive Committee.

- B) No more than one-third (1/3) of the members of the committee shall be appointed in any one year except to fill vacancies as provided. The President, with the approval of the Executive Board, shall appoint a replacement to fill the unexpired term.
- C) Members of a Standing Committee shall have expertise or interest in the subject area of the committee on which they serve.
- D) The President may recommend to the Executive Board the removal of a Standing Committee chair or member as deemed necessary. A new committee member or chair shall be appointed to fill a vacancy for betterment of the Association.
- E) Standing Committees shall meet when necessary via conference call or meeting.
- F) Standing Committee chairs will submit an article for each publication of the Roadrunner.
- G) NMSNA Chairs / Officers will serve on State Conference Committee
- H) Standing Committee chairs will have one vote per committee on the Executive Board.

## **V. RULES GOVERNING COMMITTEES & CHAIRS**

At the discretion of the president, co-chairs can be appointed to a committee if deemed necessary. A co-chair will have the same responsibilities and rights as the chair (for example if out of state travel is required for the co-chair, NMSNA will pay for those travel expenses if funds permit). When a vote is required by the executive board, only one co-chair will have voting rights. The co-chairs will determine which one of them will vote.

### **A) NOMINATING/FOUNDATION COMMITTEE (Consists of Chair and 5 Regional Chairs)**

1. Chair is an SNA member in good standing and is SNA certified.
2. The Chair shall be the immediate past President or other designee.
3. Seeks potential candidates from the membership to run for office positions;
4. Selects two candidates when possible for each office to be filled on the ballot in accordance with the Bylaws;
5. Verifies eligibility of candidates; nomination eligibility criteria must be stated to the general membership prior to the nomination;
6. Shall be responsible for a) preparing the ballots, b) setting up and manning the voting location, c) counting the ballots manually or by electronic tally. After the election, the results shall be forwarded to the President by the Chair. The President shall inform the candidates immediately following the tabulation. The President will announce the results to the membership.
7. Candidates running unopposed automatically win by acclamation.
8. The Nominating Chair shall serve for a one-year term.

9. Committee / Chair submits articles for the Roadrunner publication.

**B) LEGISLATIVE COMMITTEE** (Consists of Chair and 2-4 NMSNA Members)

1. Chair is an SNA member in good standing, SNA certified, and is a current Food Service Director/ Supervisor.
2. Committee evaluates, interprets, recommends and responds to state/federal legislation and regulations;
3. Informs the membership of current legislation;
4. Develops legislative policy and positions for approval of the Executive Board;
5. Plans & coordinates with the Executive Director congressional visits during LAC;
6. Plans NMSNA Legislative Day in Santa Fe.
7. Must notify President of all meeting times and locations.
8. The expenses of the Legislative Chair will be paid to attend the National Legislative Action Conference in Washington, DC. If there is a Legislative Co-Chair that person's expenses to the National Legislative Action Conference will be paid by NMSNA.
9. The Legislative Chair will select their Legislative Committee July 15th and notify President of their selection.
10. Outgoing Legislative Chair will continue to serve on Legislative Committee for one year to maintain continuity on the Legislative Committee.
11. Committee / Chair submits articles for the Roadrunner publication.
12. Chair shall serve for a two-year term with the option for renewal 2 more consecutive terms.

**C) RESOLUTIONS AND BYLAWS COMMITTEE** (Consists of Chair and 2 NMSNA Members)

1. Chair is an SNA member in good standing and is SNA certified.
2. Committee reviews and amends Standing Rules for Executive Board approval;
3. Reviews all resolutions and format for consistency with the Bylaws & Standing Rules;
4. Reviews Bylaw amendments proposed for membership consideration;
5. Recommends Bylaw amendments to the membership after approval by the Executive Board;
6. Reviews the Bylaws annually to ensure consistency with current philosophy and the National Association's Bylaws;
7. Assists chapter affiliates in developing Resolutions & Bylaw Amendments;
8. Must notify President of all meeting times and locations.
9. Chair acts as Parliamentarian for Executive Board meetings.
10. The Resolutions & By-laws Chair will select their committee members by July 15<sup>th</sup> and notify President of their selections.
11. Committee / Chair submits articles for the Roadrunner publication when changes to Bylaws are required.
12. Resolutions & By-law Chair shall serve for a two-year term.

**D) FINANCE COMMITTEE** (Consists of Treasurer, President & Executive Director)

1. Chair is an SNA member in good standing and is SNA certified.
2. Treasurer will serve as Chair of the Finance Committee.
3. Initiates / responds to requests for monies and documents an explanation of the proposed use of such funds for all Officers (for example: Regional Chairs, Association Employees, Standing Committee Chairs);
4. Chair drafts a budget with the President Elect & Executive Director for the following fiscal year, which the chair shall submit to the Executive Board at fall board meeting for approval;
5. Submits audit reports to the Executive Board for approval and shall report to the membership at the annual state conference;
6. Must notify President of all meeting times and locations.
7. Finance Chair shall serve for a two-year term.
8. The Treasurer will provide all financial documents necessary for a monthly CPA review.

**E) EDUCATION COMMITTEE** (Consists of Chair and 5 Region Chairs)

1. Chair is an SNA member in good standing and is SNA certified.
2. Promotes interest in and assists with the development and implementation of nutrition education;
3. Informs and makes available to members an annual summary of developments relating to nutrition aspects of school food service programs;
4. Evaluates and interprets nutrition trends and developments and submits this information to the Marketing Chair for insertion in the Roadrunner;
5. Develops partnerships with allied associates (e.g. Farm to Table, PTA, NM Dietitian Association, NM Superintendents Association, School Nurses Association);
6. Must notify President of all meeting times and locations.
7. Chair will select their committee members by July 15th and notify President of their selections.
8. Chair must submit all pertinent information updates to the Marketing Chair.
9. Committee / Chair submits articles for the Roadrunner publication.
10. Chair serves on the NMSNA Conference Committee.
11. Chair shall serve for a two-year term.
12. Oversees and plans education classes for the Association's Annual Conference.

**F) MARKETING COMMITTEE** (Consists of Chair, Executive Director and 1 NMSNA Member)

1. Chair is an SNA member in good standing.
2. Updates and maintains website;
3. Prepares promotional material;
4. Monitors and maintains NMSNA social media accounts, assuring all posts are approved by the President prior to posting;



5. In charge of NMSNA publication the ROADRUNNER; compiles, edits and posts to NMSNA website, and mails to NMSNA members requesting a copy by mail;
6. In charge of NMSNA conference program with Executive Director: compiles, edits, posts to website, and sends final copy to printer to print for state conference;
7. Must notify President of all meeting times and locations.
8. Chair will serve on the Conference Planning Committee.
9. Marketing Chair will select their committee members July 15th and notify President of their selections.
10. The Chair will serve indefinitely with annual approval of Executive Committee.

**G) INDUSTRY COMMITTEE** (Consists of Chair and 0-2 Industry Members)

1. Chair is an SNA member in good standing
2. Chair is selected by NMSNA President Elect.
3. Chair must report to President names of Committee members by July 15th and notify President of their selections. Committee members should be selected from all aspects of industry.
4. Chair to serve on Conference Planning Committee;
5. Reports to Executive Board on market conditions and industry trends;
6. Works with the Executive Director to assist with sponsorships;
7. Works with the Executive Director to assist with sponsorships for State conference;
8. Assists at Regional Trainings;
9. Submits articles for the Roadrunner Publication;
10. Notifies President of meeting times and location.
11. Industry Chair serves a one-year term.

**H) MEMBER SERVICES COMMITTEE** (Consists of Vice President, Processor and Education Chair)

1. Chair is an SNA member in good standing.
2. Vice President shall serve as Chair of the Member services committee.
3. Will conduct membership drives as directed by the National Association;
4. Promotes and is responsible for all NMSNA and SNA awards;
5. Submits articles for the Roadrunner publication;
6. Notifies President of all meeting times and locations.
7. Member Services Chair shall serve for a one-year term.

**I) TASK FORCE COMMITTEES**

1. Special Committees may be appointed by the President as needed.
2. The Committees are to serve for a specified period of time or until the Executive Board terminates the Committee.
3. Special Committees shall not have voting privileges on the Executive Board.

**J) STATE CONFERENCE COMMITTEE** (President Elect acts as the Conference Chair. Committee consists of NMSNA Board Members & 1 NMPED Student Nutrition Representative)

1. Chair coordinates work of all Board Members.
2. Chair reviews progress of all Board Members.
3. President Elect will receive an estimated budget from Executive Director for conference expenditures.
4. Chair works with Executive Director to select site of Conference based upon availability and proposals submitted by venues and establishes date and time of Conference in collaboration with the Executive Board.
5. Executive Director negotiates contracts with hotel, convention center, and other venues that may be involved in conference.
6. Committee establishes Conference fee with approval of the Executive Board.
7. Chair should be involved in and approve all conference planning decisions.
8. Notifies members of state conference via Roadrunner and NMSNA website by March 1st.
9. Chair / Committee submits articles to Roadrunner Publication.

**K) REGIONAL CHAIRPERSONS**

1. All Regional Chairpersons must be SNA members in good standing and SNA certified.
2. The state shall be divided into 6 regions, with a Chair for each region.
3. All regional materials shall be passed on to the succeeding Chair.
4. Regional Chairs shall serve on the Nominating Committee.
5. Regional Chairs shall serve for a two-year term.
6. Regional Chairs will submit articles to Roadrunner Publication.
7. The NMSNA Regional Chairs work with the Education Chair.
8. The main areas of Regional Chairperson responsibilities include:
  - a) **Communication**
    - 1) Serves as a communication liaison between the school districts and chapters in their regions and the Executive Board;
    - 2) Provides Executive Director with flyers about their regional trainings to send out to membership;
    - 3) Provides articles related to their region's activities for the ROADRUNNER.
  - b) **Membership**
    - 1) Actively recruits new members and chapters in their regions;
    - 2) Works with local chapters and assist with membership drives.
  - c) **Visit Chapters**
    - 1) Attends local chapter meetings and assists chapters as needed.
  - d) **Arrange Regional Workshops**

- 1) Organizes and facilitates workshops in their region in order to help members obtain and/or maintain certificate or meet professional standards;
- 2) Utilizes budget provided by Executive Board for each region to help defray workshop expenses based on NMSNA budget. If Regional Chair is not sure if an expense is permitted, they must contact Executive Director for guidance in advance of monies being designated for such expense. Said monies provided to conduct regional trainings can be used for:
  - Speakers
  - Mileage and Lodging for speakers
  - Food and drinks (*If meals are catered cost must be approved prior to training by executive committee*)
  - Door prizes
  - Supplies

9. The Association Regions are as follows (*see map at end of document for details*):

# 1 - - Albuquerque, Moriarty, Vaughn, Estancia, Rio Rancho, Los Lunas, Belen, Mountainair, Bernalillo, Jemez Valley.

# 2 - - Farmington, Aztec, Dulce, Central, Bloomfield, Jemez Mountain, Grants, Gallup, Cuba, Zuni, Laguna.

# 3 - - Chama Valley, Questa, Cimarron, Raton, Des Moines, Mesa Vista, Taos, Espanola, Penasco, Maxwell, Clayton, Logan, Mosquero, Las Vegas City, Pojaoque, Los Alamos, Santa Fe, Pecos, Las Vegas West, Mora, Wagin Mound, Springer, Roy.

# 4 - - Santa Rosa, Tucumcari, San Jon, Grady, House, Melrose, Floyd, Elida, Fort Sumner, Clovis, Texico, Portales, Dora, Tatum, Lovington, Hobbs, Eunice, Jal, Carlsbad, Artesia, Lake Arthur, Hagerman, Roswell, Dexter, Corona, Hondo Valley, Ruidoso.

# 5 - - Reserve, Silver City, Lordsburg, Animas, Deming, Gadsden, Cobre, Hatch Valley, Las Cruces, Truth or Consequences, Carrizozo, Capitan, Tularosa, Cloudcroft, Alamogordo, Socorro, Quemado, Magdalena.

#6 – BIE Schools

#### **L) RESERVE FUND**

1. A reserve fund will be maintained with annual contributions of \$500.00 minimum, based on the financial status of the Association.

#### **M) SCHOLARSHIP FUND**

1. Scholarship(s) may be established based upon the Executive Board's approval, established criteria and funds available.

## N) TRAVEL AND EDUCATION EXPENSES

**1. Out of State Travel Expenses** will be paid as defined below for travel defined in job duties, as funds permit:

- a) Registration fee, lodging, airfare, shuttles will be arranged by the Executive Director and paid with the NMSNA credit card. Members traveling on behalf of NMSNA cancelling travel plans will have to pay for any airfare not refunded.
- b) Lodging expenses will be paid at a rate of one, regular, double room per two people. If an individual decides to stay in a room alone, the individual will be expected to pay the second half of the room cost.
- c) \$50.00 per day per diem will be granted for meals, taxis and tips.
- d) Executive Committee, Executive Director and Processor will have their registration fee waived for State Conference.
- e) Anyone invited to attend Georgetown University must have expenses to attend Georgetown University approved by Executive Board.

**2. In-State Travel Expenses** will be paid as defined below for travel defined in job duties, as funds permit:

- a) For regularly scheduled in-state Executive Board meetings, expenses as designated below will be paid for all Executive Board Members and paid staff. State Agencies and Industry Executive Board members will not receive mileage or lodging expenses to attend these meetings. Any exceptions will be determined by the Executive Board.
  - 1) Transportation - The current mileage rate is .45 cents per mile.
  - 2) Lodging - Lodging expenses will be paid at a rate of one, regular, double room per two people. If an individual decides to stay in a room alone the individual will be expected to pay the second half of the room cost.
  - 3) If the scheduled starting or ending time for the meeting requires an individual to leave home prior to 6:00 am or to arrive home past 9:00 pm, the Association will pay for an extra night's lodging (regular room rates, 2 per room).
  - 4) The reimbursement is dependent on the individuals attending the entire scheduled meeting except in situations that are not in the control of the individual.
  - 5) For attendance at the Executive Board meeting during the annual State Conference, the Association will not pay lodging or mileage for board members. Meals will be provided during board meetings.
  - 6) Meals – Reimbursement will be provided for meals that fall within the time required to travel in state to and from meetings and while attending in-state meetings.

Reimbursement will be limited to:

- |             |         |
|-------------|---------|
| • Breakfast | \$10.00 |
| • Lunch     | \$15.00 |
| • Dinner    | \$25.00 |

- 7) Receipts for meals not provided for by the Association, must be presented to the Treasurer for reimbursement.
- 8) Request for all reimbursements must be submitted with receipts on an Association Expense Voucher within 30 days of travel or purchase.
- 9) Officers, Executive Director and Processor will have their fee to the state conference waived.
- 10) Follow NMSNA Regional Training Expense Policy

## **O) SPEAKERS**

1. Association members arranging for speakers for any Association function or meeting or state conference should email speaker information to Executive Director. Executive Director will negotiate fee and get board approval before signing contract with speaker. If approved the Executive Director will draw up contract for signature by speaker.

- a) Active members will not be paid to serve as speakers. If meal, lodging or parking expenses are incurred related to the day of the speaking engagement and there is not an employer or chapter to pay for these expenses, the Association will pay for those expenses incurred.
- b) Honorariums may be paid to speakers for day of service who are not members of the Association with approval of the Executive Board.
- c) A small appreciation gift, not to exceed \$25, may be given to each speaker who has not been compensated.

## **P) AWARDS**

### **1. THE DIRECTOR OF THE YEAR AWARD**

A commemorative plaque will be presented to an Association director whose work and/or creative effort on behalf of the Association has demonstrated outstanding leadership qualities and characteristics.

### **2. THE MANAGER OF YEAR AWARD**

A commemorative plaque will be presented to an Association manager whose work and/or creative effort on behalf of the Association has demonstrated outstanding leadership qualities and characteristics.

### **3. THE EMPLOYEE OF YEAR AWARD.**

A commemorative plaque will be presented to an Association employee whose work and/or creative effort on behalf of the Association has demonstrated outstanding leadership qualities and characteristics.

### **4. THE FRIENDSHIP AWARD**

A commemorative plaque will be presented to a “Friend of School Food Service” who has promoted child nutrition programs, helped the Association, created programs or just gone out of their way to make sure that school food service programs continue so children are well fed and nourished to have a

healthy start on life. This award can be presented to non-members, i.e., food purveyors, superintendents, custodians, senators, representatives, teachers, etc.

#### 5. THE ANNUAL CONFERENCE RECIPIENT AWARD

A drawing of all registered state conference attendees shall be held at the last General Session. The winner must be present to win. The winner's registration for the next year's State Conference will be waived.

6. Special recognition certificates can be presented to people for their involvement and support of the association and its goals.

7. Special awards will be presented as requested by the President and approved by Executive Board.

**NEW MEXICO SCHOOL NUTRITION ASSOCIATION  
JOB DESCRIPTION**

**Executive Director**

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Contract Position

*Job Description:*

Under the supervision of the Executive Board, the Executive Director will support the activities of the Association Executive Board and the members of the Association.

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**I) JOB SKILLS - REQUIREMENTS**

1. Computer literate in word, excel, webpage development and Microsoft outlook.
2. Member in good standing with SNA
3. Certificate with SNA.

**II) RESPONSIBILITIES**

***Bookkeeping***

1. Maintains active incorporation status of Association.
2. Maintains active tax account handled by Association accounting firm.
3. Submits monthly expense reports to the Treasurer for permanent records.
4. Maintains the Association's credit card and all records associated with charges to that card.
5. Reconciles monthly credit card and exhibit account statements.
6. Receives and deposits money for exhibits, regional trainings, membership rebates and commodity processing show.
7. Supervises and monitors Association funds, investments and securities.
8. Submits a financial report at all Executive Board meetings and at the Annual State Conference.

***Budget***

1. Drafts a proposed annual budget in cooperation with the President Elect, and treasurer.
2. Submits a tentative budget to the Executive Board, for adoption, at the pre-conference Executive Board meeting and submits final budget recommendation for approval at the fall Executive Board meeting.
3. Notifies officers and the chairs of each committee and advisory board of budgeted funds.
4. With Executive Board approval, The Executive Director establishes and oversees the following checking accounts: exhibits, conference, membership, and New Mexico Food Distribution Advisory account.
5. Determines estimated budget for annual conference based upon previous year revenue.

***Tax***

1. Administers insurance policies for the Association Executive Board liability and bonding.
2. Ensures federal, state and city required tax forms are filed in conjunction with the Treasurer and accounting firm.

***Audit***

1. Submits financial information for audit as requested.

***Membership***

1. Oversees, in conjunction with the Marketing Chair, the website for the Association.

2. Write articles in *ROADRUNNER* informing members of Association news and happenings.

### **Conference**

1. Attends State Conference.
2. Negotiates and signs all contracts for NMSNA Conference and all speakers contracting with NMSNA.
3. Assists Conference Committee Chair in locating Conference speakers.
4. Organizes and coordinates exhibits at annual State Conference. Includes booth rentals, booth assignments, layouts, collecting booth fees from exhibitors and special events held at exhibits. Reports all exhibit income and expenditures to the Executive Board.
5. Assist Conference Committee Chair with audio/visual needs for Conference.
6. Assist Conference Committee Chair in ordering meals and reserving facilities for conference such as convention center, etc.
7. Makes reservations as needed (i.e. Speakers, Association representatives' hotel arrangements, etc.)
8. Assist Marketing Chair in creating program brochure for conference.
9. Processes and verifies all credit card transactions for annual State Conference.
10. Collects any un-collectables from Conference exhibitors or Association members who paid for conference with a credit card.
11. Suggests revenue generating ideas to Executive Board.
12. Maintains official files of Association meetings and financial records for 5 fiscal years.
13. Keeps updated position descriptions on all Executive Board positions.
14. Assist State Legislative Chair in making appointments for National Legislative Action Conference (LAC) and NMSNA Day in Santa Fe.

### **National Conference and Meetings**

1. Attends LAC, ANC and Leadership Conference as Association Executive Director.
2. Attends SAE Conference for State Association Executives.

### **Executive Board & Executive Committee Meetings**

1. Attends all Executive Board and Executive Committee meetings as support personnel and provides information when requested by the President.
2. Coordinates logistics of Executive Committee and Executive Board meetings with notices sent out to Executive Board members and Food Service Directors no later than 30 days prior.
3. Assists President with agenda for Executive Board and Executive Committee Meetings.
4. Maintains a calendar of Association events, meetings and Regional trainings for the year.

### **Travel Arrangements**

1. Makes registration, lodging and flight arrangements for out of state travel for NMSNA officers and members traveling on behalf of NMSNA. Arranges for all lodging and meals for NMSNA Executive Board Meetings.

### **Other**

1. Performs other tasks related to the Association as deemed necessary for the continuity of the association.



***At Will Employment***

1. Contract is valid from Oct 1 – Sept 30. Contract may be terminated by either party with a thirty (30) day written notice.

***Evaluation***

1. Will meet with Executive Board annually to establish goals for the following year (this will be done during annual performance evaluation).
2. Performance evaluation will occur annually with the Executive Board prior to Oct 1.
3. Evaluation results will be shared with the Executive Board via email from the President.

***Salary***

1. Amount to be determined annually by the Executive Board at the board meeting prior to the state conference.

**NEW MEXICO SCHOOL NUTRITION ASSOCIATION  
JOB DESCRIPTION**

**Processor**

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Contract Position

*Job Description:*

Under the supervision of the Executive Board, the Processor shall process, maintain and record all data pertaining to the Certificate-Membership process for members of the New Mexico School Nutrition Association and will be in charge of member registration for annual conference.

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**I) JOB SKILLS REQUIREMENTS**

1. Computer literate in word, excel and Microsoft outlook.
2. Member in good standing with SNA
3. Certificate with SNA.

**II) JOB DUTIES/RESPONSIBILITIES**

1. Acts as liaison between the Association members and SNA.
2. Works closely with the Executive Director and provides membership information as needed.
3. Will be in charge of member registration and registration desk at conference.
4. Provides President Elect and Education Chair conference registration summary on request.
5. Collects any unpaid conference registration fees from Conference attendees except for credit card transactions.
6. Mails invoices to all unpaid conference registrants immediately following the conference To ensure payment is made before end of fiscal year June 30<sup>th</sup>.
7. Is available to the membership at large to assist in registering for annual conference from January 1 through May 31 and for the duration of the state conference.

**Other**

1. Performs other tasks related to the Association as deemed necessary for the continuity of the association.

**At Will Employment**

2. Contract is valid from Oct 1- Sept 30. Contract may be terminated by either party with a thirty (30) day written notice.

**Evaluation**

1. Will meet with Executive Board annually to establish goals for the following year. This will be done during annual performance evaluation.
2. Performance evaluation will occur annually with the Executive Board prior to Oct 1.
3. Evaluation results will be shared with the Executive Board via email from the President.

**Salary**

1. Amount to be determined annually by the Executive Board at the board meeting prior to the state conference.

**NEW MEXICO SCHOOL NUTRITION ASSOCIATION  
JOB DESCRIPTION**

**ROADRUNNER EDITOR**

Contract Position

*Job Description:*

Under the supervision of the Executive Board, the Editor of the *ROADRUNNER* shall prepare and compile information for the Roadrunner for all members of the New Mexico School Nutrition Association. Editor will post Roadrunner to NMSNA website and mail to members who request a hard copy. The editor will also compile, prepare, and have all information printed for the annual state conference program.

**I) JOB SKILLS / REQUIREMENTS / DUTIES/ RESPONSIBILITIES**

1. Computer literate in word, excel, Microsoft Outlook and experience with some type of Publisher Program.
2. Member in good standing with SNA.
3. Must publish the *ROADRUNNER* a minimum of 3 times per year by the publication dates set by the Executive Board.
4. Publishes of the state conference program for the annual state conference.
5. Submits *ROADRUNNER* and state conference program to Executive Director for review prior to printing. If Executive Director does not respond back within 24 hours, editor has the authority to proceed with posting on the NMSNA website.
6. Submits articles to the National Publication.
7. Works closely with Executive Board providing them with information as required.
8. If Chair of a Committee, will have voting rights as long as they are Chair of that Committee.
9. Must include NMSNA calendar of events in each publication.

***Other***

1. Performs other tasks related to the Association as deemed necessary for the continuity of the association.

***At Will Employment***

1. Contract is valid from Oct 1-Sept 30. Contract may be terminated by either party with a thirty (30) day written notice.

***Evaluation***

1. Will meet with Executive Board annually to establish goals for the following year. This will be done during the annual performance evaluation.
2. Performance evaluation will occur annually with the Executive Board prior to Oct 1.
3. Evaluation results will be shared with the Executive Board. Via email from the President.

***Salary***

1. Amount to be determined annually by the Executive Board at the board meeting prior to the state conference.

# ROADRUNNER

TOPICS	AUTHOR
Letter from President on Association letterhead with picture of president.	President
Association/New Happenings	Executive Director
Education & Nutrition Articles	Education Chair
State Conference Fall-previous June conference articles and pictures. Spring-registration information, Invitation to conference, when and where.	Conference Chair
Legislative News/Update Legislative issues and news.	Legislative Chair
Region News What's going on in your region.	Regional Chairs
Advertisements Obtain advertisement to pay for printing of Roadrunner.	Editor & Executive Director
Awards Fall-Winners of previous Conference Director of the Year Manager of the Year Employee of the Year Friendship Award Special Awards	Vice President
Nominating/Elections Officers positions up for elections and requirements to run for that office. Contact info to nominate an Association member to run for office.	Nominating/Foundation Chair

## **ADDITIONAL MEMBERSHIP INFORMATION**

State Directors, Managers, Supervisors and Specialists shall be composed of state level administrative and supervisory personnel, including persons engaged in child nutrition programs, nutrition education and training and /or food distribution.

College Personnel shall be composed of nutrition, dietetics and food service related faculty in vocational technical schools, community colleges, four-year colleges or universities or internship programs or of those who are responsible for college food service programs.

Attendance at called-/designated Board Meetings/ – Committees  
When making a commitment to serve, it is the responsibility of the chair/officer to attend meetings as designated. Failure to attend will result in Executive Committee review and discussion. Should a situation arise in which attendance cannot occur the officer/chair must notify the President/Chair of absence. One unexcused absence will result in a review by Executive Committee.

## DEFINITIONS

As used in these Bylaws/Standing Rules, definition of terms is as follows:

**Non-Voting Member** – individuals without voting privileges and ex-officio.

**Chapter Affiliate** – School Food Service Associations organized within individual districts and chartered by the Executive Board.

**Non-Eligible Field** – any field other than those defined in Article I, Sec 1.03.

**Nonprofit** – Any school food and nutrition program maintained by a school food authority for the benefit of children, all of the income from which is used solely for the operation or improvement of such service and exempt from income tax under 501C (4), Internal Revenue Code of 1954, as amended.

**Standing Committee** – Group of individuals appointed by the President charged with the responsibility of planning and implementing activities to promote their particular area of emphasis in the Association's goals.

**Quorum** – A quorum is the number of members who must be present at a meeting in order to transact business legally (one member over 50% of those in attendance).

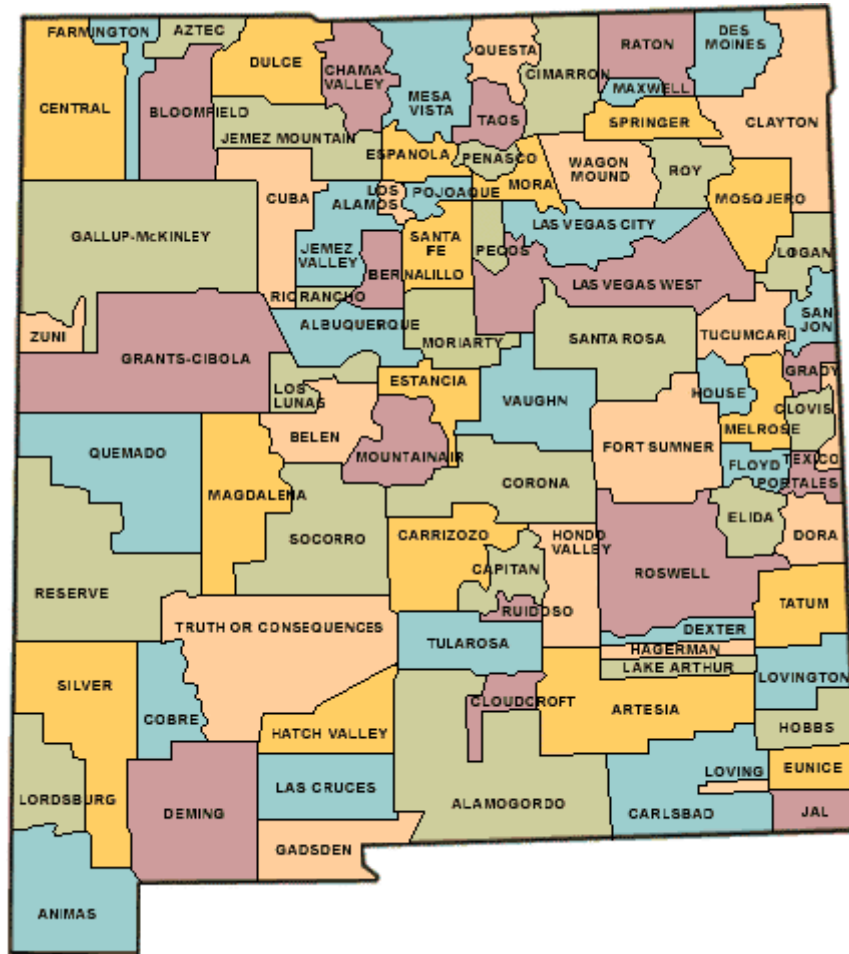
**Majority Vote** – More than one half of the votes cast of those present and voting or more than one half of the votes cast.

**Two-Thirds Vote** - Two-thirds of the votes cast of those present and voting or two-thirds of the votes cast.

**Ex-Officio** – Unofficial Executive Board Member with non-voting rights.

**Honorary** - Unofficial Executive Board member with non-voting rights.

# New Mexico School Districts



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