

**CALIFORNIA SCHOOL NUTRITION ASSOCIATION, INC.**  
**STANDING RULES**

**CSNA EXECUTIVE & FINANCE COMMITTEE (EFC)**

- Shall select conference sites and present locations to the Board of Directors for approval.
- Shall approve representatives to the SNA Legislative Action Conference.
- Shall maintain a \$5,000 balance in the J.P. Morris Scholarship Fund when in a financial position to do so at the close of the fiscal year.
- Shall advise the President if emergency action is needed between Board of Directors meetings.
- Shall enter into a written contract annually with an Executive Director or agency for Headquarters Office services. Contract shall include costs to CSNA and general operating arrangements covering fiscal year of July 1 through June 30. President shall sign contract.
- Shall approve the contract or MOU for the annual review. President shall sign contract or MOU.
- Shall in emergency circumstances direct the President-Elect or Vice-President to co-sign on CSNA accounts.
- Shall review the contract for the upcoming year's Annual Conference site.
- Shall oversee Annual Conference.
- Shall approve Poppy Seeds advertising rates.
- Shall approve legislative policy platform, position papers, issue paper and official correspondence.
- Shall approve award & scholarship recipients as presented by the Awards & Scholarship Committee.
- Shall appoint, upon recommendation of the President, the Editor for a three year term. Shall be appointed one year prior to assuming duties of the chair.
- Shall confirm the President-Elect's recommendations for all other Strategic committee chairs as listed in the bylaws.
- Shall appoint, upon the recommendation of the President, all special committee chairs and committee members.
- Shall approve CSNA delegate alternates to the SNA House of Delegates.
- Shall assign or reassign chapters to regions and approve region changes as recommended by the Membership Director.
- Shall approve changes in chapter names.
- Always act in the best interest of CSNA. Be professional and diplomatic with everyone.

**BOARD OF DIRECTORS**

- All committee motions are to be presented in writing with enough copies for all Board members.
- An LCD projector is to be provided at all meetings.
- Shall receive a copy of the proposed Program of Work at Leadership.
- Shall adopt a budget. Shall receive a copy of the proposed budget by June 1. The budget will be presented and approved no later than July 1.
- Shall be advised by the President of all reimbursements made which are not authorized in the reimbursement policy of non-budget expenses.

- Shall upon the recommendation of the President, approve the appointment of Special Committees including duties, responsibilities and time line of committees.
- Shall upon recommendations of the Membership Director divide the state into not more than ten regions.
- Always act in the best interest of CSNA. Be professional and diplomatic with everyone.

**OFFICERS****PRESIDENT**

- Shall be, or President's appointed designee, the official representative of CSNA to other California allied organization conferences.
- Shall be granted a one year membership in California Association of School Business Officials if not a current member.
- Shall issue an invitation to all CSNA Past Presidents to attend Conference as guests of CSNA.
- Shall attend conference committee meetings.
- Shall plan the agenda and preside at the Board of Directors, Leadership Workshop, House of Delegates and Executive and Finance Committee meetings. ,establishing the time schedule for meetings.
- Shall arrange, with the Executive Director, Board of Directors and Leadership Workshop meeting locations.
- Shall attend SNA Legislative Action Conference.
- Shall attend SNA Annual National Conference as the first delegate to the SNA House of Delegates and serves as advisor to the Public Policy and Legislation and Conference Committees and other assigned committees.
- May attend California Wellness Conference, CSNA Legislative Action Conference, and CSNA Child Nutrition & Industry Summit at CSNA expense, if employer cannot provide reimbursement. If reimbursement is given, the amount must be within the approved CSNA budget, and funds must be available.
- Appoints alternate delegates or meeting/conference attendees when necessary.
- Serves as an ex-officio member of all committees, and advisory board, with the exception of the Nominating Committee.
- Appoints with approval of the Executive and Finance Committee, all special committee chairs and committee members and may remove members of committees and advisory boards.
- Appoints to each Strategic and special committee, one member of the Executive and Finance Committee to serve as Committee Advisor.
- Coordinates all activities of special, liaison, and advisory committees.
- Appoints or hires a Parliamentarian.
- Responsible for the CSNA Program of Work in support of the SNA Program of Work.
- Presides as President at the CSNA House of Delegates and is a non-voting delegate except in the case of a tie to the CSNA House of Delegates.
- Coordinates and oversees activities of the Board of Directors with the Headquarters Office upon taking office.
- Initiates and directs the implementation of the Plan of Action.
- Reviews requests for Headquarters Office services.

- Signs all contracts including the Annual Conference site contract.
- Approves all reimbursements which are not authorized in the reimbursement policy or are non-budgeted expenses prior to expense and submits to the Board of Directors for review.
- Co-signs on all CSNA accounts.
- Sends a copy of all relevant correspondence to the Executive and Finance Committee.
- Immediately following term, shall attend SNA's Annual National Conference to be recognized for their scope of work.
- Performs other functions as assigned by the Executive & Finance Committee and Board of Directors.

### **PRESIDENT - ELECT**

- Performs the duties of the President in the President's absence and represents the Association at the request of the President.
- Shall plan the Annual Conference Program for the conference to be held in the year they are President-Elect.
- Shall attend SNA Legislative Action Conference.
- Shall attend the SNA National Leadership Conference as the incoming President.
- Shall attend SNA Annual National Conference as the second delegate to the SNA House of Delegates.
- Shall recommend Strategic committee Chairs, and Committee Members (with the exception of Conference Co-Chair and Exhibits Co-Chair which are recommended by the Vice President since they will be in their respective positions during their presidency) to the Executive and Finance Committee for appointment during his/her term of office as President prior to CSNA Leadership Workshop.
- Promotes SNA and CSNA programs of work
- Co-signs on CSNA accounts in emergency circumstances only as directed by the Executive and Finance Committee.
- Serve as advisor to assigned committees by the President.
- Performs other functions as assigned by the President and Executive & Finance Committee.

### **VICE PRESIDENT**

- Shall attend SNA Annual National Conference, as the third delegate or alternate to the SNA House of Delegates.
- Shall attend SNA National Leadership Conference as incoming President-Elect, along with incoming Vice President and other designated CSNA Officers.
- Shall be a member of the Conference Committee.
- Performs other functions as assigned by the President, Executive & Finance Committee and Board of Directors.
- Shall sit as a member of the Child Nutrition & Industry Summit Committee.
- Shall recommend to the Executive and Finance Committee prior to Annual Conference, Conference Co-Chair and Exhibits Co-Chair, that will serve as the chairs during their presidency.
- Shall work in conjunction with treasurer as oversight of financial process for Executive and Finance Committee.

**SECRETARY**

- Takes minutes of House of Delegates, Board of Directors and Executive and Finance Committee meetings, keeping minutes complete, not brief. Records all motions in CAPITALS.
- Prepares correspondence such as Thank Yous (including conference speakers), sympathy cards, congratulations, and letters to legislators, etc. as directed by the President. Confines expressions of sympathy and congratulations from CSNA to cards.
- Prepares Board of Directors and House of Delegates packages in conjunction with the Executive Director and confirms a quorum is present in order to conduct business.
- Shall provide the Board of Directors with a summary report of the Executive and Finance Committee's activities.
- Provides executive summary report and/or information on Executive and Finance Committee for each quarterly issue of PoppySeeds.
- Shall attend SNA National Leadership Conference when budgeted. If reimbursement is given, the amount must be within the approved CSNA budget, and funds must be available.
- Solicits, in coordination with Executive Director, board reports to be sent to CSNA in a timely manner.
- Maintains the Officers Handbook in coordination with the Membership Director.
- Performs other functions as assigned by the Executive & Finance Committee.

**TREASURER**

- Shall work with the Executive and Finance Committee in the preparation to draft a proposed annual budget.
- Shall distribute preliminary budget to officers and committee chairs prior to Leadership Workshop for the purpose of requesting budget changes. Budget requests should be returned to the Treasurer before the conclusion of the Leadership Workshop or other date determined by the Treasurer.
- Submits a financial report at all Board of Directors meetings and House of Delegates
- Shall review the final budget with the Executive & Finance Committee and submit the final budget to the Board of Directors for approval prior to July 1st.
- Shall review all monthly/quarterly financial account statements and receive regular briefings from the Executive Director on all CSNA financial matters, including but not limited to budget, accounts, expenses and reports.
- Shall attend SNA National Leadership Conference when budgeted. If reimbursement is given, the amount must be within the approved CSNA budget, and funds must be available.
- Shall review and pre-approve financial reports (prepared by the Executive Director) for distribution at the Board of Director's meetings.
- Shall work with the Executive Director to arrange and review the annual audit.
- The CPA shall submit the Annual Financial Statement for presentation to the Executive & Finance Committee no later than December 31st.
- Shall review and present the Annual Financial Statement to the Board of Directors for approval.
- Provides reimbursement forms to committee chairs and officers at meetings or as requested.
- Co-signs on all CSNA accounts.

- Headquarters office shall provide access to all account statements to the Treasurer.
- Performs other functions as assigned by the Executive & Finance Committee.

### **MEMBERSHIP DIRECTOR**

- Shall administer the Chapter Recognition Award, an achievement award for the professional growth and development of chapters.
- Shall attend SNA National Leadership Conference.
- Review and update the Officers Handbook in coordination with the Secretary. Involve the Regional Coordinators to ensure it is an effective tool for the chapter presidents.
- Recommends to the Executive and Finance Committee a replacement in the event of Regional Coordinators vacancy.
- Promotes membership and professional growth with the School Nutrition Representative.
- Recommends changes in regions or chapter names for Executive & Finance Committee approval.
- Divides the state into not more than ten regions.
- Assigns new chapters to a region with the approval of the Executive & Finance Committee.
- Assists in organizing new chapters not already in region.
- Assists Associate and Supervisory chapters as needed.
- Obtains the number of delegates from the headquarters office for affiliate chapters to the CSNA House of Delegates according to the number of memberships listed on CSNA membership roster, computed by CSNA Headquarters as of 15th of the month, 2 months prior to Annual Conference.
- Shall be a member of the Conference Committee.
- Performs other functions as assigned by the President and Executive & Finance Committee.

### **REGIONAL COORDINATORS**

- It is the responsibility of the Regional Coordinator to give guidance to the chapters and maintain communication between CSNA and the chapters.
- Act as a chapter resource for information and material and liaison between affiliate chapters and the Association.
- Help develop and actively promote the Plan of Action – in an effort to have every chapter achieve the Chapter Achievement Award.
- Organize new chapters within the region.
- Recruit new members within the region.
- Visit each chapter at least once a year to stimulate interest in CSNA, promote awards and grants, and promote legislative activities.
- Conduct a Regional Officers Training Workshop and encourage joint meetings.
- Communicate with chapters monthly by newsletter, phone or e-mail.
- Install new officers for chapters upon request.
- Submit names of possible candidates for CSNA office to the Nominating Chair.
- Request copies of each chapter's officers, programs and meeting dates for posting on the CSNA website.

- Assist chapters in reviewing and/or revising chapter bylaws and preparing the Chapter Achievement Award Application.
- Encourage chapters to submit articles on chapter and school activities for the Poppy Seeds Magazine.
- Check the CSNA Web page at least monthly.
- Contact each chapter president before each Board of Directors Meeting to check attendance, get any update on the chapter activities, answer questions and give any needed direction. Contact any chapter president unable to attend to see if they received the Board of Directors Packet and have any questions.
- Submit Board Reports for House of Delegates, and all Board of Directors meetings.
- Attend Regional Coordinators meetings at Leadership Workshop and prior to each Board of Directors Meeting if scheduled.
- Attend CSNA Annual Conference, House of Delegates, and all Board of Directors meetings and Leadership Workshop.

**SCHOOL NUTRITION REPRESENTATIVE**

- Shall assist in the development and planning of the leadership training workshops for chapters and regional coordinators with the Membership Director.
- Shall attend SNA National Leadership Conference when budgeted. If reimbursement is given, the amount must be within the approved CSNA budget, and funds must be available.
- Serves as a member of the Professional Development Committee and shall work with the Professional Development Chair to provide continuing education workshops throughout the state.
- Shall serve on the membership committee.
- Shall write three to four articles for the “Poppy Seeds” publication per year – The articles need to be completed two months prior to publication.

**INDUSTRY REPRESENTATIVE**

- Write a minimum of two articles for the “Poppy Seeds” publication per year – The articles need to be completed two months prior to publication.
- Shall attend SNA National Leadership Conference when budgeted. If reimbursement is given, the amount must be within the approved CSNA budget, and funds must be available.
- Work with CSNA headquarters and industry members, have at least two but not more than four candidates nominated for the following year’s election.
- Assist in the events and planning of the Annual Conference. Share ideas and gather suggestions from other industry members to help make these events well attended and productive.
- Inform Industry members by using CSNA headquarters as a central communication point via e-mail or fax. Communicate with state and local Industry Advisors to keep the line of communication open between Industry and the Executive and Finance Committee and Board of Directors. This will allow all Industry members to share their ideas, opinions or suggestions.
- Represents Industry members on the Board of Directors and Executive and Finance Committee
- Serves as Chair of the Industry Advisory Board.
- Shall serve as an advisory member to the Public Policy & Legislative committee.

- Serves as the communication link between the Industry Advisory Board and the Executive Finance Committee.
- Performs other functions as assigned by the President and Executive & Finance Committee.

### **CO INDUSTRY REPRESENTATIVE**

- Shall be responsible for planning the Child Nutrition & Industry Summit along with the Industry Advisory Board and other committee members.
- Serve as a transition from co-chair to chair duties and responsibilities.
- Assist the Industry Representative with any other duties as assigned.
- Succeeds to the office of Industry Representative at the beginning of the Leadership Workshop or in the event of the Industry Representatives death, resignation, or removal from office.
- May attend Executive and Finance Committee, Board and House of Delegates meetings, but does not serve on these until they assume the office of Industry Representative.
- Performs other functions as assigned by the President and Executive & Finance Committee.

### **STRATEGIC COMMITTEES**

- Each committee chair shall keep all literature and correspondence pertaining to the committee and pass it on to the next chair on or before the Leadership Workshop.
- Shall, as instructed by Treasurer, complete budget request forms prior to the Leadership Workshop or other date determined by the Treasurer for the following year's budget.
- Chair shall supply committee members with appropriate sections of the CSNA Bylaws, Standing Rules, Officers Guide and CSNA Program of Work.
- Shall have any materials which bear CSNA endorsement, approved for content and quantity by the Executive and Finance Committee.
- Shall advise the President and Executive and Finance Committee advisor in a timely manner of committee activities including dates and committee meetings.
- Shall submit copies of minutes to the committee, President and Executive and Finance Committee Advisor within one week of meeting.
- Shall send copy of any correspondence sent by the committee to President.
- Shall obtain Executive and Finance Committee approval for registration fees for workshops, seminars and conferences.
- Shall obtain prior approval from the Executive and Finance Committee for non-budgeted expenses.
- Shall turn over all materials to successor at end of term.
- Shall obtain prior approval from the Executive and Finance Committee for Headquarters Office services.
- Shall have registration fee waived for the event that they chair, if applicable.

### **AWARDS AND SCHOLARSHIPS CHAIR**

- Shall provide all awards & scholarship recipient information to Poppy Seeds editor for publication.
- Shall recommend to the Executive and Finance Committee recipients for Awards and Scholarships.

### **CSNA AWARDS**

- Shall administer recognition awards to recognize site level employees.
  - Six special Recognition Awards are available to those individuals who are members of CSNA: Nutrition Award, Creativity Award, Public Information Award, Professional Growth Award, Legislation Award and Communication Award.
  - Awards to be presented annually at the CSNA Annual Conference. Awards to be a plaque.
  - The budget of the Committee shall allow up to \$100 toward transportation expenses to the recipients to attend the conference to receive their awards.
  - Recommendation for award must be made by district food service director, principal where employed, superintendent of district, CSNA Board members or presidents of local chapters.
  - Complete application with appropriate attachments to be submitted to the Awards and Scholarship Committee for evaluation at least two months prior to the Annual Conference exact date to be determined by the Awards & Scholarships Chair and will be posted on the website..
  - The nominees selected by the Committee shall be presented to the Executive and Finance Committee meeting for approval.
- Shall administer the Moscone Commitment to Child Nutrition Award.
  - Award to be presented at the CSNA Annual Conference. Award will be a plaque.
  - No more than one such award will be given annually.
  - Recipient may be an individual or an organization that has made an outstanding contribution to the nutrition and/or nutrition education of California's children.
  - Association membership is recommended but not necessarily a requirement of recipient.
  - Names of award nominees may be submitted by chapters, committees, individuals or industry members or companies.
  - Background information regarding nominees to be submitted along with the name of nominee to Committee for evaluation.
  - Deadline for nomination to be submitted to the Committee Chair is at least two months prior to the annual conference exact date to be determined by the Awards & Scholarships Chair and will be posted on the website.
  - All names submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
- Shall administer the Don Flahiff Industry Appreciation Award  
(Background: It has been requested by Industry and supported by the Executive and Finance Committee to rename the Industry Appreciation Award the Don Flahiff Industry Appreciation Award. For those who don't know Don, he has devoted over 40 years to the school nutrition profession. He was in charge of school and government sales for SE Rykoff, for 25 years, during which time he ensured that SE Rykoff was a huge supporter of our Association. He later started his own business. He is responsible for starting the champagne reception before the President's banquet, has attended every California annual conference for 40 years, plus 12 SNA Legislative Action Conferences and many other California Conferences. Don has been Industry Advisor, and is extremely passionate about school food service. His peers describe him as "always giving of himself to help others, a trusted mentor, and being the drive and enthusiasm behind many traditions we still follow and value.")
  - Shall be presented to an Industry representative in appreciation for outstanding contributions to CSNA.
  - No more than one such award will be given annually.



- All names submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
  - Names of Industry members may be submitted by chapters, committees or individual members.
  - Letter with detailed background information regarding the nominee's contribution to support the Association's goals to be submitted to the Chair at least two months prior to the Annual Conference, exact date to be determined by the Awards & Scholarships Chair and will be posted on the website.
  - Award to be a plaque to be presented at annual conference.
- Shall administer the Honorary Merit Award
- No more than one award may be presented annually to an individual in recognition of outstanding service to the Association.
  - Nominations may be submitted by chapters, committees or individual members.
  - Nominees may be individuals other than CSNA members.
  - All names submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
  - Award to be a plaque to be presented at the annual conference and a lifetime membership to CSNA.
  - Letter with detailed background information regarding the nominee's contribution to support the Association's goals to be submitted to the Chair at least two months prior to the annual conference, exact date to be determined by the Awards & Scholarships Chair and will be posted on the website.
- Shall administer the Geri Dee Lifetime Achievement Award
- One award may be presented annually to an individual in recognition of outstanding service to the Association and the nutrition and/or nutrition education of California's children. This award is
  - not intended be given each year, and should only be awarded when a nominee truly meets the standards of this award.
  - Nominations may be submitted by chapters, committees or individual members.
  - Nominees must be CSNA current or past members.
  - All names submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
  - Letter with detailed background information regarding the nominee's contribution to support the Association's goals to be submitted to the Chair at least two months prior to the annual conference, exact date to be determined by the Awards & Scholarships Chair and will be posted on the website.
- Shall administer the Josephine P. Morris Scholarship fund.
- It is the intent of the Association to solicit continuous funding for this scholarship fund.
  - A balance of \$5000 shall be maintained in the Josephine P. Morris Scholarship fund through chapter and individual donations, memorials, interest and CSNA contributions, when in a financial position to do so as determined by the Executive and Finance Committee at the close of the fiscal year.
  - The amount of Josephine P. Morris Scholarship funds available for annual awards shall be no greater than ten percent (10%) of the annual fund balance as of June 30, each calendar year.
  - All monies donated to the scholarship fund shall be applied to the principal only.
  - Committee shall submit complete records of the status of each recipient to the Treasurer to become part of the financial records.

- Josephine P. Morris Academic Scholarships
  - Academic scholarships are available to those people who have been members of CSNA for a minimum of one year.
  - All academic scholarship awards shall be based on a minimum of two units a semester or a maximum of fifteen units per school year.
  - Each academic scholarship shall be awarded for two years only at \$125 per unit earned, to a maximum of 6 units per semester. Reimbursement will be made after completion of course with a passing grade. Proof of completion and passing grade must be submitted to the Chair of the Awards and Scholarship Committee.
  - Deadline for academic scholarship applications shall be at least two months prior to the annual conference, exact date to be determined by the Awards & Scholarships Chair and will be posted on the website.
  - All academic scholarship recipients may re-apply for additional awards to continue their education.
  - Certificate to be presented at CSNA Annual Conference.
- Conference and Non-Academic Scholarships
  - Conference and non-academic scholarships are available to anyone who works in a school district child nutrition program, including directors, supervisors, nutrition education specialists, and kitchen, office, warehouse, and delivery staff.
  - Special consideration will be given to first time CSNA Annual Conference attendees.
  - Conference and non-academic scholarship awardees must submit proof of attendance to the Headquarters Office.
- Shall administer a \$500 CSNA scholarship to be awarded to a graduating high school senior.
  - Scholarship shall be awarded to a student nominated by a CSNA member, with preference given to the family member or dependent of a CSNA member.
  - Complete application with appropriate attachments to be submitted to the Awards and Scholarship Committee for evaluation at least two months prior to the Annual Conference exact date to be determined by the Awards & Scholarships Chair and will be posted on the website..
- Audrey Melikian Memorial Scholarship, awarding two \$250 scholarships to candidates who meet the guidelines set out by CSNA and for the purpose of supporting the professional development of CSNA members taking college-level classes.
  - Complete application with appropriate attachments to be submitted to the Awards and Scholarship Committee for evaluation at least two months prior to the Annual Conference exact date to be determined by the Awards & Scholarships Chair and will be posted on the website.

#### **SNA AWARDS**

- Shall administer the Manager of the Year
  - The recipient shall be responsible to or be a Food Service Manager.
  - Shall have achieved an outstanding accomplishment in one or more areas of excellence and shall provide a basis for program improvement in individual schools statewide.
  - Award to be presented at one of CSNA's Meetings.. Award shall be a plaque and SNA Annual Conference Registration, and, if a regional winner, travel, registration and hotel, up to the CSNA allowable amount, towards expenses to the SNA Conference that year to accept the award.
  - The budget of the Committee shall allow up to \$100 toward transportation expenses of the recipient to attend the CSNA Conference to receive the award.

- Complete application with appropriate attachments to be submitted to the Awards and Scholarship Committee for evaluation at least two months prior to the Annual Conference exact date to be determined by the Awards & Scholarships Chair and will be posted on the website..
- Recipients shall be certified members of CSNA and SNA.
- The nominees selected by the Committee shall be presented to the Executive and Finance Committee meeting for approval.
- Shall administer the Employee of the Year
  - Applicant will be below the rank of food services manager.
  - Complete application with appropriate attachments to be submitted to the Awards and Scholarship Committee for evaluation at least two months prior to the Annual Conference exact date to be determined by the Awards & Scholarships Chair and will be posted on the website..Award to be presented annually at a CSNA Meeting. Award to be a plaque.
  - The budget of the Committee shall allow up to \$100 toward transportation expenses of the recipients to attend the CSNA meeting to receive their award.
- Shall administer the Director of the Year
  - The recipient shall have been a member of SNA at a District Director or Major City Director level for the past five years.
  - Shall be SNA certified. Credentialed as a School Nutrition Specialist (SNS) is preferred.
  - Shall have served as a director/supervisor for a minimum of ten years.
  - Complete application with appropriate attachments to be submitted to the Awards and Scholarship Committee for evaluation at least two months prior to the Annual Conference exact date to be determined by the Awards & Scholarships Chair and will be posted on the website..
  - Shall have served in at least one position on the state or national board of directors or on an SNA national committee or state committee.
  - Shall be involved in their community by sharing their foodservice and nutrition knowledge and expertise.
  - All names submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
  - Complete application with appropriate attachments to be submitted to the Awards and Scholarship Committee for evaluation at least two months prior to the Annual Conference exact date to be determined by the Awards & Scholarships Chair and will be posted on the website..Award to be a plaque presented at a CSNA meeting.

## CONFERENCE CHAIR

- The Conference Chair shall be responsible for all duties assigned and follow through on conference responsibilities. The Conference Chair shall call and conduct all planning committee meetings, maintain files on conference activities, attend meetings, and represent Conference Committee. Shall submit to the president a complete and comprehensive report of the previous conferences activities within one month of the end of conference. A progress report of current conference activities shall be submitted at each Board of Directors meetings and House of Delegates.
- Shall be responsible for conference insert section and prepare article for Poppy Seeds.
- Shall be responsible for general publicity for the conference including letters to agencies (public and media), etc.

**CHILD NUTRITION & INDUSTRY SUMMIT CHAIR**

- Under the direction of the Co-Industry Representative, shall be responsible for planning and conducting the annual Child Nutrition & Industry Summit with advisement from the President.
- Registration fees for the Child Nutrition & Industry Summit shall be set by the Child Nutrition & Industry Summit Committee with approval of the Executive and Finance Committee by June 1<sup>st</sup> for the following year.

**MARKETING AND PUBLIC RELATIONS CHAIR**

- Shall promote CSNA to other allied organizations.
- Shall attend up to three allied organizations shows per year.

**NOMINATING & LEADERSHIP DEVELOPMENT CHAIR**

- Shall prepare a slate of officers. Shall have at least one meeting prior to selecting the slate of officers. An eligibility list for the office of Vice President shall be maintained and verified with the Secretary's list prior to preparing the slate. A letter of intent shall be mailed to all members on the eligibility list. The candidate's biography will be sent with the ballot.

**NUTRITION STANDARDS CHAIR**

- Chair will coordinate committee with a representative from each Supervisory Chapter and other members if needed. Chair will keep committee current on all nutrition activities and solicit input to ensure any position or action taken represents the needs of members.
- CDE and CDA liaisons will be members of this committee.
- Committee will advise other CSNA committees, including but not limited to Public Policy and Legislation, Marketing and Public Relations, and Professional Development, on matters concerning nutrition and health.
- Committee will prepare recommendations to Executive and Finance Committee and the Board of Directors on issues pertaining to nutrition and/or children's health for use when taking a position or action.
- It is recommended that the chair be a registered dietitian if possible.
- Shall be responsible for the development, review and/or revision of CSNA Nutrition Standards.
- Shall present CSNA Nutrition Standards to the Executive and Finance Committee for approval.

**PROFESSIONAL DEVELOPMENT CHAIR**

- Shall administer Continuing Education Workshop(s).
- Shall advise all chapters regarding CEU's.
- Shall promote certification and/or credentialing to all members.

**PUBLIC POLICY AND LEGISLATION (PP&L) CHAIR**

- The Gene White Legislative Fund shall be deposited in a separate account and used for specific activities such as newsletter and emergency legislative activities.
- CSNA will abide by the Resolution to Re-Establish the Gene White Legislative Fund, dated 10/23/01. This Resolution is attached to the CSNA Standing Rules as Attachment 1.
- Delegates to the SNA Legislative Action Conference shall be coordinated in conjunction with the Executive and Finance Committee.
- Shall contact state and/or federal legislators prior to a vote on pertinent legislation.

- Co-Chairperson shall be appointed by the Executive and Finance Committee after reviewing recommendations from the PP&L Committee, and shall assume the duties of the PP&L Chair the following year. Shall be under the general direction of the PP&L Chair.
- Members at Large will be appointed by the Executive and Finance Committee for two year terms.
  - Two School Nutrition members (I and II) and two Industry members (I and II). Members at Large I will be appointed to start in odd years, Members at Large II will be appointed to start in even years.
- Members at large shall be appointed by the President, with approval of the Executive and Finance Committee.
- Voting members of the committee will include: State Chair and Co-Chair; Supervisory Chapter Legislative Chair or chapter designee and appointed Member at Large positions. All other members of the committee will be advisory.
- Chair will present committee recommendations to Executive and Finance Committee for approval before any action is taken.
- Chair and Co-Chair will be jointly in charge of the program for State Legislative Action Conference with the entire committee maintaining the primary responsibility for the planning and coordination of the conference. PP&L Chair and Co-Chair will be given complimentary registration to the State Legislative Action Conference.
- CSNA will cover expenses to PP&L Committee meetings for the State Chair, Co-Chair, Member at Large positions and Executive and Finance Committee Advisory members in attendance. Supervisory Chapter Legislative Chair expenses should be covered by the Supervisory Chapters.
- Registration fees for the CSNA Legislative Action Conference (LAC) shall be set by the PP&L Committee with approval of the Executive and Finance Committee by June 1<sup>st</sup> for the following year.

#### ***RESOLUTION AND BYLAWS CHAIR***

- Shall review CSNA Bylaws, House of Delegates Standing Rules, and CSNA Standing Rules, for possible revision; assign specific duties to the members of the committee; submit amendments for changes in the Bylaws; review all amendments received; present amendments and resolutions at the House of Delegates meeting for vote; submit recommendations for changes to the Standing Rules; revise Bylaws to conform to amendments passed at the House of Delegates and ensure bylaws are updated on website once bylaw amendments are passed; revise CSNA Standing Rules to conform to motions passed at the Board of Directors meetings ensuring standing rules are updated on website once standing rules amendments are passed.

#### **ANNUAL CONFERENCE**

- Registration fees shall be set by the Conference Committee with approval of the Executive and Finance Committee by June 1st for the following year.
- Non-exhibiting vendors shall not be allowed in the Exhibit Area until they have registered and paid the non-exhibiting vendor fee.
- Invited representatives of PTA, CASBO, CSEA, ADA and other Associations shall have a single day registration fee waived at the discretion of the President.

***CONFERENCE CHAIR***

- The Conference Chair shall be responsible for all duties assigned and follow through on conference responsibilities. The Conference Chair shall call and conduct all planning committee meetings, maintain files on conference activities, attend meetings, and represent Conference Committee. Shall submit to the president a complete and comprehensive report of the previous conferences activities within one month of the end of conference. A progress report of current conference activities shall be submitted at each Board of Directors meetings and House of Delegates.
- Shall be responsible for conference insert section and prepare article for Poppy Seeds.
- Shall be responsible for general publicity for the conference including letters to agencies (public and media), etc.

***CONFERENCE CO-CHAIR***

- Shall record the minutes of the CSNA Conference Committee meetings and distribute copies to the Conference Chair, Executive and Finance Committee and all Conference Coordinators within one week of meeting.
- Shall be responsible for enlisting and coordinating the activities of the conference photographer with committee approval.
- Shall be appointed by the Vice President and approved by the Executive and Finance Committee and shall assume the duties of the Conference Chair the following year. Shall be under the general direction of the Conference Chair.

***EXECUTIVE AND FINANCE COMMITTEE MEMBERS***

- The President, President-Elect, Vice President, Industry Representative and Membership Director shall be members of Conference Committee. The President-Elect generally serves as Program Coordinator.

***CONFERENCE COORDINATORS***

- The coordinators shall be appointed by the President and carry out duties necessary to achieve conference goals and shall attend meetings as directed by the Chair. Co-Coordination shall be appointed by the President-Elect
- Shall be under direct supervision and responsible to the Conference Chair. Shall appoint committee members and schedule meetings as needed to carry out the duties of the committee, Committee members shall assist the coordinator, attend meetings scheduled by coordinator, and attend conference meetings as directed by the Conference Chair.

***TOURS AND LOCAL ARRANGEMENTS COORDINATOR***

- Shall be responsible for local arrangements as assigned by Conference Chair.
- Shall coordinate and arrange all tours and transportation activities at conference to include shuttle bus service as necessary.

***EXHIBITS COORDINATOR***

- Shall be under the general direction of the Conference Chair. Shall prepare and distribute exhibitor applications, and promote and coordinate conference exhibits/activities; maintains general records of all exhibits activities including distribution, collection and summation of exhibitor evaluations.

***HOSPITALITY/EVALUATIONS COORDINATOR***

- Shall enlist and coordinate activities of all hostess/hosts and volunteers and shall confer with the Conference Committee regarding the hostess schedule.

- Shall be responsible for the preparation, distribution, collection and summation of conference evaluations.

INDUSTRY REPRESENTATIVE

- Shall, with the President, organize the recognition of Past Presidents.
- Shall, with the President, coordinate other Industry functions at Conference.

MEALS AND DECORATIONS COORDINATOR

- Shall be responsible for coordinating with the hotel or convention center all meal functions with the approval of the Conference Committee.
- Shall be responsible for all decorations and floral arrangements.

MEMBERSHIP DIRECTOR

- Shall coordinate Regional Awards Event and provide general assistance to the committee.
- Shall coordinate recognition of chapter presidents, Chapter Achievement Awards and 100% memberships with the approval of the conference committee.

NUTRITION ADVISORY COUNCIL (NAC)

- Shall plan the NAC Mini-conference
- Shall assist in securing donations to support the NAC conference.
- Shall process NAC Charters and support NAC groups as necessary

PROGRAM COORDINATOR/PRESIDENT ELECT

- Shall be responsible for conference program of activities.

PRESIDENT/ADVISOR

- Shall serve as Executive and Finance Committee advisor and specify requests for President's Reception/Party.

RESOURCE CENTER/SILENT AUCTION COORDINATOR

- Shall solicit materials for the conference resource center and silent auction through communications in *Poppy Seeds*, letters to affiliate chapters, industry members, college/universities, government and private agencies.
- Shall set up and supervise the resource center, silent auction and related activities.

SPECIAL SERVICES COORDINATOR/VICE PRESIDENT

- Shall be responsible for all conference meeting room set-up and equipment in conjunction with the Executive Director.
- Shall perform other duties as assigned by the President.

SPECIAL ACTIVITIES COORDINATOR (AS NEEDED)

- Shall coordinate and arrange all special activities as designed by the Conference Chair.

PROFESSIONAL DEVELOPMENT COORDINATOR

- Shall plan and coordinate Post and/or Pre-Conference sessions as necessary dependent on the program.
- Shall establish all CEU's for conference.

## REIMBURSEMENTS

➤ All expense claims forms shall be submitted on CSNA form “Claim for Reimbursement” and submitted to the CSNA Office within 30 days in order to be eligible for reimbursement. Claim forms received after 30 days are subject to rejection unless special circumstances exist and the circumstances are approved by the Executive and Finance Committee

All reimbursement vouchers shall be signed as follows:

- Committee members to be signed by Committee Chair
  - Regional Coordinators to be signed by Membership Director.
  - Committee Chair and State Officers to be signed by the President.
  - President to be signed by the President Elect.
  - Other invited members/guests to be signed by President
- **Board of Directors Meetings and CSNA Leadership Workshop** - Reimbursement for travel up to the current IRS mileage rate or 21 day advance purchase coach airfare, whichever is the lesser of the two will be covered for the following positions:
- Executive and Finance Committee members
  - Regional Coordinators
  - Committee Chairs
  - Committee Co-Chairs - for certain meetings as authorized by the President and as budgeted each year (if applicable, this will be spelled out on the board meeting registration form.)
  - Chapter Presidents or Chapter Delegate
  - Chapter President-Elect/Chapter Vice-President - for certain meetings as authorized by the President and as budgeted each year (if applicable, this will be spelled out on the board meeting registration form.)
  - Others invited by the President and as budgeted each year
- Reimbursement for **official CSNA Business** - CSNA Officers, Regional Coordinators, Committee Chairs, committee members and other approved members traveling on approved CSNA business shall be reimbursed for transportation, rooms, meals, and other authorized expenses at the same rate of reimbursement for Board of Directors meetings.

**Transportation:** Transportation paid at the current IRS mileage rate or 21 day advance purchase coach airfare, whichever is the lesser of the two.

**Meals:** For all approved or budgeted travel, a per diem will be paid to a maximum of \$70 in one 24 hour period. Members and staff are expected to attend all meal events provided as part of a paid conference or event and additional meals will not be reimbursed, and the per diem will be reduced to account for that meal. A guideline for fractional days is: Breakfast \$15.00; Lunch \$20.00; Dinner \$35.00.

**Room allowance** will be one-half the rate of a standard double room or as budgeted. If travel is in conjunction with a conference, reimbursement will be based on the hotel registration cost published in association with the meeting or conference attended. CSNA will not reimburse for rates above the conference rate unless circumstances are approved to justify the late registration or increased amount. Other hotel accommodations shall be booked in advance, at cost-effective rates, in an easily accessible location, so as not to incur additional ground transportation costs.

- **Additional CSNA Meetings Covered:** CSNA President, President-Elect and Vice President will not be charged registration for CSNA events they are required to attend (Conference, LAC



and Industry Seminar.) The Committee Chair will not be charged registration for the CSNA event that they are planning (i.e. Conference Chair for Conference, PP&L Chair for LAC and Industry Seminar Chair for Industry Seminar.) CSNA will reimburse travel, room and meals for these same positions, based upon the reimbursement guidelines outlined under “Official CSNA Business” listed above.

- Prior approval shall be obtained from the President for reimbursement not authorized in the above policy or other non-budgeted expense.
- **Points, frequent flyer points/miles, loyalty and/or cash back rewards:** Any volunteer, member or contractor is eligible to keep any awards points for their flights, room stays, etc. or things they purchase on behalf of the association. If individuals would like to charge flights, rooms, registration fees, or anything else on their own card and submit for reimbursement (within the associations reimbursement guidelines outlined above and/or budget), they are free to do that and keep the points or rewards they may receive. Hotel stays do not count for awards points if they are comp room nights or put on a rooming list and paid directly by the association. If you would like to get night credit and/or point credit for your hotel stays for board or leadership workshops or for conferences that are not comped nights, let the CSNA office know in advance that you would like to pay for the room yourself and submit back for reimbursement. Make sure you also give your reward number to the hotel when you check in so they can credit your stay to your account. This is the only way the hotel will process individual credit from a rooming list.
- In all negotiations, whenever possible, our contractors will work to get concessions negotiated in lieu of points (i.e. additional comp rooms, upgrades, lower rates, etc.)

If you have any questions on this reimbursement policy, please contact the CSNA Treasurer [treasurer@calsna.org](mailto:treasurer@calsna.org) or Executive Director, Janine Nichols, [jnichols@calsna.org](mailto:jnichols@calsna.org)