

The School Nutrition Association of Pennsylvania
Position Description

Job Title: Nutrition Education/Professional Development
Standing Committee

Time Served: 2 years

Chosen by: Election

Reports to: President and Members

Takes Direction from: President and Members



Feeding Bodies. Fueling Minds.™

Essential Functions:

1. Committee shall consist of the Chairperson (elected by the membership) and other members appointed by the Chair. These members should have equal representation across the state and have one industry member.
2. Shall keep abreast of current development in the field of nutrition via literature and seminars.
3. Shall aid in the preparation of nutrition education materials for dissemination to school food service personnel.
4. Shall perform other duties regarding promotion of school nutrition to parents and youth as requested by the President.
5. Shall assist Regional Representatives and chapter officers plan programs for chapter meetings and regional workshops.
6. Shall inform the association Executive Director of all educational events for publishing in Monday Mornings, SNAPa Happenings and posting on the SNAPa webpage.
7. Shall assist in planning programs for special functions.
8. Shall approve and code Continuing Education Unit requests according to the USDA Professional Standards Learning Topic guidelines as well as other professional association continuing education credits.
9. Shall approve payment requests for speaker reimbursement according to the guidelines in the Chapter Handbook.
10. Will help maintain the SNAPa Teaches Tuesday Webinars by recruiting, organizing, scheduling and running event in the event the executive director is unable.

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11. Update & recruit members for our Speakers Bureau.
12. Shall work with PDE staff on approval of all annual conference CEU's.
13. Shall attend all board meetings in accordance with SNAPa SOP's
14. Shall perform other such duties as requested by the President.