

School Nutrition Association of Pennsylvania
Position Description

Job Title: Regional Representatives
Time Served: Two years
Chosen by: Election
Reports to: President and Members
Takes Direction from: President and Members



Essential Functions:

1. Shall become acquainted with the duties of the Regional Representatives.
2. Shall serve as a member of the Board of Directors.
3. Shall represent the Board of Directors at local chapter meetings and shall present chapter challenges to the Board.
4. Shall assist in recruiting and retaining members.
5. Shall assist chapters with their responsibilities to the Association.
 - a. Adopt by-laws in harmony with SNAPA
 - b. Pay membership dues on time
 - c. Submit reports on time
 - d. Conduct election of officers and appointment of committee chair on time
 - e. Send names of officers and committee chairs to the Association Services following the chapter meeting.
6. Shall assist chapters with preparation of budget, educational pursuits and the Association's priority issues.
7. Shall encourage chapters to submit material for the Association magazine/newsletter.
8. Shall visit each chapter at least once each term and meet with its leadership to review business procedures and to discuss Association resources, educational programs, and priority issues.
9. Shall arrange a Regional Workshop each year (usually in summer) for school nutrition personnel. Regional Representatives should consult with Nutrition Education/Professional Development Chair.
10. Shall assist in the updating of the Chapter handbook.
11. Shall perform such other duties as requested by the President.

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Responsibilities:

1. Promotes the Association's Plan of Action.
2. Provides liaison between chapters and the Board.
3. Assists chapters and organizes new chapters.
4. Regularly communicates with chapters at direction of the Vice President.
5. Promotes membership.
6. Maintains a current file of chapter officers and notifies the Executive Director of any changes.
7. Attends as many chapter meetings as possible to stimulate interest in the Association. At least one visit to each chapter during the two-year term is encouraged.
8. Is a committee member for the Membership Services and Nominating Committee and the Scholarship and Awards Committee.

Eligibility Qualifications:

1. Serve one term as an officer or committee chairman of a local chapter.

Position Description subject to change