

The School Nutrition Association of Pennsylvania  
Position Description

**Job Title:** Vice President  
Executive Committee

**Time Served:** One year

**Chosen by:** Elected

**Reports to:** President and Members

**Takes Direction From:** President and Members



**Feeding Bodies. Fueling Minds.™**

**Essential Functions:**

1. Shall become acquainted with all duties devolving upon the Vice-President, other officers, Board of Directors and affiliated Chapters.
2. Shall serve as a member of the Board of Directors and the Executive Committee.
3. Shall appoint one member as a Business and Industry Affiliate to serve a three (3) year term.
4. Shall chair the conference site committee.
5. Shall coordinate at least one additional Annual Conference site during his/her term.
6. Shall coordinate the activities of the Regional Representatives and disseminate to them all information for distribution.
7. Shall ensure, along with Regional Representatives that the SNAPA Chapter Handbook is reviewed and updated as necessary.
8. Shall schedule and plan Training and Leadership for Chapters (TLC).
9. Shall attend the SNA Annual Leadership Conference and may attend other national conferences at the discretion of the President.
10. Shall be responsible for compiling necessary information for SNA and SNAPA Annual Awards.

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**Responsibilities:**

1. Serve as Chair of the Regional Representatives and disseminate to them all information for distribution.
2. Studies duties and responsibilities of the president and other members of the Board, committees and chapters.
3. Represents the Association at the request of the president.
4. Performs the duties of the president in the president and president-elect's absence.
5. Succeeds to the office of the president-elect at the end of the fiscal year, or in the event of the president-elect's death, resignation or removal from office.
6. Employment in the active membership class is required for succession.
7. Assemble and examine each award/scholarship applicant's credentials to ascertain completion and verify membership and eligibility requirements with the Executive Director.
8. Once eligibility has been verified, send the eligible candidates to the Regional Representatives for evaluation. Evaluation rubric is completed and tallied, the candidate with the highest score is selected for each award category. The names of the selected state winners is announced to the Board of Directors and forwarded to SNA for national judging.
9. Shall ensure the Executive Director has information necessary to complete conference registration, book lodging and President's dinner tickets for award winners.
10. Shall coordinate with the Food Service Director from the school district with the E. J. Schindel Award winner to make arrangements for presentation of the award.
11. All award winners will be recognized at the Annual Conference and in association newsletters and publications.

**Eligibility Qualifications:**

1. Be an Active Member
2. Have held membership in the Association and/or any other state school food service association affiliated with the School Nutrition Association for at least three years immediately preceding the nomination.

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3. Have demonstrated leadership by serving on the board of a chapter, as a regional representative or by serving on a state committee.
4. Have served on the Board of Directors at least one full year within the past five years.