



M A I N E
SCHOOL
NUTRITION
ASSOCIATION

Feeding Bodies. Fueling Minds.TM

Handbook

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Feeding Bodies. Fueling Minds.™

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Welcome to MSNA

The vision of the Maine School Nutrition Association is to ensure all students have access to high quality, nutritious meals at school.

The mission of Maine Nutrition Association is to educate, empower, and support Maine School Nutrition Professionals to develop quality school meal programs that ensure students are well-nourished and prepared for lifelong success.

The values of the Maine School Nutrition Association are:

- Act with integrity and ethical values
- Collaborate with members, build relationships and share strategies
- Demonstrate compassion for students to reduce food insecurity
- Promote lifelong wellness and healthy lifestyles
- Commit to professional development and lifelong learning

Serving on the board or committee in any capacity is a volunteer position. Approval from your immediate supervisor is recommended for time, travel and associated costs with volunteering on this board.

Code of Ethics

School nutrition professionals act in a variety of roles related to serving K-12 students meals and snacks in compliance with federal child nutrition programs. It is the policy of the School Nutrition Association that its members uphold the highest standards of professional and ethical behavior as representatives of the profession at large.

School Nutrition Professionals shall:

- Make the nutrition and well-being of students the fundamental value of all workplace decision-making.
- Act in a kind and respectful manner that is inclusive of ALL individual, cultural and ethnic differences.
- Conduct all duties with honesty, fairness and impartiality while practicing the highest standards of integrity.
- Demonstrate respect, concern, courtesy, and responsiveness in carrying out the mission and responsibilities of the department or organization.
- Comply with federal, state and local regulations to maintain child nutrition program

- integrity.
- Protect the safety, health and well-being of the communities and stakeholder groups served.
- Refrain from the promotion of, or profit from, any activity in conflict with the mission and policies of the department or organization, as well as in violation of applicable regulations.
- Prioritize organizational values over one's personal agenda at all times.
- Exercise discretion, sensitivity and sound judgment in protecting all privileged or confidential matters.
- Refrain from acts of discrimination and harassment against other individuals.
- Be accountable for one's own actions and behaviors

Social Media Policy

The Association will use social media platforms to support and promote USDA child nutrition programs.

Social media may be used to increase MSNA membership.

SNA Policy Against Harassment

The School Nutrition Association (SNA) is committed to creating and maintaining a harassment-free environment for all participants in the Association's activities. The open exchange of ideas is central to SNA's mission. This requires an environment that embraces diversity and provides a safe, welcoming environment for all. All participants, including members, employees, contractors, vendors, and guests, are expected to engage in mutually respectful behavior and to preserve SNA's standard of professionalism at all times.

This policy applies to all SNA activities, including:

- conferences, symposia, workshops, and events sponsored, co-sponsored, or in cooperation with SNA;
- SNA member meetings;
- exchanges among committees or other bodies associated with SNA through its publications and other communication including but not limited to social media, conference calls, webinars, email discussions, messaging services and the like.

Expected Behavior

We expect all participants in SNA activities to abide by this policy in all venues, including ancillary events and unofficial social gatherings:

- Exercise consideration and respect in speech and actions;
- Refrain from demeaning, discriminatory, or harassing behavior and speech;
- Be mindful of your surroundings and remember you're in the presence of fellow participants;
- Alert community leaders upon observation of a dangerous situation, someone in distress, or violations of this policy, even if they seem inconsequential.

Unacceptable Behavior

MSNA will not tolerate any forms of the following:

Abuse: Any action directed at an individual that (a) interferes substantially with that person's participation; or (b) causes that person to fear for his/her personal safety. Types of abuse include threats, intimidation, bullying and stalking.

Discriminatory Harassment: Any conduct that discriminates or denigrates an individual on the basis of race, ethnicity, religion, citizenship, nationality, age, sexual or gender identity, disability, and any other characteristic protected by law in the location where the SNA activity takes place.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature.

Board Policies

Board members shall attend at least three of the four scheduled meetings, unless there are extenuating circumstances. Board members are expected to be fully engaged during meetings, especially virtual meetings. Committee chairs shall submit a report at the meeting and if unable to attend they will submit a written report to the President to be shared at the meeting, If the committee chair is unable to attend the co-chair will vote in their absence during the meeting.

No single member may serve more than 3 consecutive terms in the same position. Term limits may be voided at the discretion of the president if no suitable replacement can be found.

Should the Committee chair be absent; co chair may vote in their place.

State Conference Expectation

- Board members are expected to attend the state conference.

Board Positions & Responsibilities

Typically Officers shall serve from the conclusion of one annual state conference to the conclusion of the next annual state conference. Executive Board succession as follows: term as Vice President, then President-Elect, President, Past President. National School Nutrition Association terms are from July to June.

Executive Board

President

- Voting Member
- Term – One year

Committees:

- Member of all Committees

Duties:

- Provide leadership to ensure the strategic direction and values of the Association are maintained.
- Represent the Association before the public as the official representative of the Association.
- Preside over all meetings of the board and the membership.
- Serve and make appointments as required according to bylaws and other governing documents.
- Attend conferences as designated in the by-laws when fiscally appropriate.
- Be a delegate to the SNA House of Delegates.
- Move into the Past President position following the Presidency.
- Develop and implement strategies to meet strategic plans due to SNA by December 15th.
- Write the President's message for newsletters as needed for conference booklets.
- Present President's message at conferences.
- Complete any surveys, reports, document requests from SNA.
- Act as the liaison between SNA and MSNA board and members.
- Work hand in hand with the Conference Planning Committee in all aspects of meeting & conference planning.
- President recruits and appoints committee chairs

President Elect

- Voting Member
- Term – One year
- Lead Conference Planning Committee

Committees:

- Executive Board
- Conference Planning Committee Chairperson
- Budget Committee Chairperson
- Legislative Committee

Duties:

- Perform the duties of President in case of temporary absence or temporary inability to serve.
- Chair the conference committee.
- Become familiar with the duties of the president, executive board, state and national bylaws, policies and procedures and parliamentary procedures.

- Be a delegate to the SNA House of Delegates.
- Represent the Association at the request of the president.
- Attend ANC, LAC, NELC and NLC as financially appropriate.
- Lead in developing the association budget with the budget planning committee.

Vice President

- Voting Member
- Term – One year
- Have previous MSNA Board experience and have attended two of the last five State Conferences.

Committees:

- Conference Planning Committee
- Executive Board
- Budget Committee
- Legislative Committee

Duties:

- Perform the duties of the President-Elect in the President-Elect's temporary absence.
- Serve as required by bylaws and other association governing documents.
- Promote the association's strategic direction, membership and professional growth opportunities.
- May attend ANC, LAC, NELC and NLC as fiscally appropriate.
- Review bylaws and distribute to SNA and members if changes are made following timelines given.

Secretary

- Elected voting member of the executive board for a three year term.

Committees:

- Executive Board
- Conference Planning Committee
 - Education Committee
 - Industry Committee
 - Program Committee

Duties:

- Records minutes of Board meetings and other relevant discussions either held in person or phone or web conference, and emails minutes to the appropriate parties - as well as filing in google share drive.
 - Records attendance of voting and non-voting members and ensures a quorum of the voting members are in attendance.
 - Documents all actions taken (motions made, passed or defeated)

- Summarizes discussions.
- Maintains organizational chart of board positions
- Coordinates logistics for meetings
- Works with Education Chair for conference registration
- Coordinates printing of handouts, name tags & required documents for conferences.
- Attends conference planning meetings to obtain notes.
- May attend NELC and NLC as fiscally appropriate.

Treasurer

- Elected voting member of the executive board for a three year term.
- Term – Three-year term

Committees:

- Conference Planning Committee
- Budget Committee

Duties:

- Provide a detailed written report of the financial operations of the Association including revenue, expenses, and bank account status at each board meeting.
- Prepares conference recap of expenses and revenue.
- Work with the budget committee to complete an annual audit.
- May attend NELC and NLC as fiscally appropriate.
- Maintains license fees, insurance, and other association bills
- Maintains all financial records, including banking records for the association
- Provides all financial documentation to the contracted accountant

Past President/Nominations Chair

- Voting Member
- (Term – One year

Committees:

- Conference Planning

Duties:

- Recruit candidates for open Board positions and obtain biographies of candidates.
- Work with the Executive Secretary to prepare and supply ballots at the annual conference.
- Conduct Board election – call for nominations, count ballots, announce winning candidates.
- Review bylaws with the Vice President and distribute to SNA and members if changes are made following timelines given.

Committee Chairs/Appointed Positions

The Board of Directors will be made up of the following Voting Members: Executive Board members (President, President Elect, Vice President, Secretary, Treasurer), Committee Chairs/Co-Chairs (Industry, Education, Program, Membership, Legislative, Communications, and the immediate Past President. Board members may be assigned other duties and to other committees as needed to meet strategic goals. Non- Voting Members include industry partners, Association Partners, and Committee Members not assigned to Chair positions.

Communications Chair

- Voting member
- Three year term

Duties:

- Responsible for communications, mass emails, newsletter, website management, Facebook and other social media
- Works with Maine Light editor to provide support for theme development, article procurement & proofing
- Communications changes to the webmaster
- Monitors posts on social media and posting permission levels

Industry Chair

- Voting members
- Term – Three-year terms, two individuals (Co-Chairs) appointed in alternating years

Committees:

- Conference Planning Committee

Duties:

- Maintain and Update Vendor Contact Lists in Industry Gmail Account
- Send Out “Save the Date” for Vendors for Conference Food Shows 4 months prior to event
- Receive Contracts and Payments from Vendors for Food Show
- Request Door Prizes from Vendors – Coordinate and Conduct Prize drawings
- Communicate Vendor Needs to Event Coordinator
- Work up Floor Plan with Event Coordinator
- Print Signs for Vendor Booths
- Email Attendee Contact List after Food Show to Vendors
- Send Out Survey after the Food Show to solicit feedback from Vendors

- Maintain Industry “membership” levels
- Member of the Conference Planning Committee
- Attend National Industry Conference once every 3 years when fiscally able

Legislative Chair

- Voting members
- Term – Three-year term - two individuals (Co-Chairs) appointed in alternating years
- Max of two consecutive terms

Committees

- Legislative

Duties

- Identify Team from eligible Maine SNA & Legislative Committee members to attend LAC
- Attend LAC, plan agenda and itinerary, schedule Hill visits, organize folders, and report a recap to members. Notify superintendents of LAC delegates plan to attend prior to the purchase of plane tickets.
- Report on legislative issues at Maine SNA Annual Conference.
- Responsible for keeping members informed on all state and federal legislative developments relating to child nutrition programs through emails, Maine Light updates and social posts.
- Provide testimony at ME legislative hearings as required and organize grass-roots efforts when necessary.
- Write articles for Maine Light regarding any legislative topics and LAC.
- Identify & collaborate with partners to lead state & federal advocacy initiatives
- Contact key legislators about legislation of interest to MSNA

Membership Chair

- Voting Member
- Term - Three-year term

Duties

- Provide membership information to prospective members.
 - Survey directors for new employees and contact info each fall to provide new them with membership information and provide with a MSNA packet.
 - Obtain new director information from DOE to provide them with membership information and provide an MSNA packet, offering to pair them with a mentor from a close-lying district.
- Provide information of all membership drives and related information for newsletters and conferences.
- Provide current membership information for website - [Nate Bell @ School Nutrition Association](#).

- Attend local functions as needed to recruit new members.
- Maintain a member database (e.g., [most recent 2021 list](#)) updated annually and whenever new membership data is received from the national association.
- Provides verbal or written reports for each board meeting. Notifies the president if unable to attend the meeting.

Program Chair:

- Voting member
- Term – Three-year term
- Research & confirm location for conferences
- Create menu & determine costs
- Create dates with executive board
- Determine room needs for presenters and sessions, to include size of room and amount of seats
- Guest room blocks
- Determine eligible members for Years of service. Create certificates & pins for each
- Speaker gifts & thank you cards
- Provides verbal or written report on committee for all board meetings

Education Chair:

- Voting member
- Term – Three-year term
- Delegate tasks & duties to education committee members
- Seek out presenters & coordinate for conference, with input from president/ president elect
- Create program agenda & schedule
 - Send to members
 - Send to Maine Light
 - Send to communications for MSNA website
- Work with secretary for registration process
 - Coordinate with treasurer for attendee payments
- Work with president/ president elect for opening & closing of conference
- Receive scholarship applications and present to executive board for approval and designation
- Provides verbal or written report on committee for all board meetings

Education & Program Together:

- Voting members
- Term - Three year term - Two individuals (Co-Chairs) appointed in alternating years.
- Develop conference theme with president & executive board
- Determine fee for conference attendees to be board approved
- Technology needs for conference
- Presenter logistics and needs

- Determined from presenter sheet
- Assist secretary with stuffing folders for attendees and name tags
- Coordinate registration table with staff
- Determine fundraising opportunities
- Maintain estimate of expenses & revenues for conference
- Work with Industry to coordinate food show
 - Raffle items from vendors
- Certification sheets for attendee training hours
- Attend a National School Nutrition Conference once every 3 years when fiscally able

Fiscal Year

The Association fiscal year runs July 1 through June 30.

Travel Expectations

President – ANC, LAC, NLC, NELC

President-Elect – ANC, NLC, LAC, NELC

Vice President – ANC, NLC, LAC, NELC

Secretary, Treasurer- NLC, NELC

Legislative Chair – LAC

Future Leaders – TBD annually (if offered) as finances allow

Northeast Leadership – TBD annually (if offered) as finances allow

All travel is subject to change based upon financial conditions of association and/or board vote. Other travel requests will be evaluated by the board and require board approval.

All Chairs will be allowed to attend at least one National School Nutrition Conference.

Financial Policies:

MSNA Travel Reimbursement Policies

The Association credit card is available for use when booking travel expenses. Approval of Association credit card use must be given by the President.

Personal funds may be used and reimbursement provided as the procedures allow.

It is the expectation that conference attendees will attend, to the extent possible, all sessions offered.

Extenuating travel circumstances do arise, and it is the expectation that the member uses their best judgment or receives board approval prior to travel. All travel needs to be booked no later than 21 days prior to the event.

Baggage fee for 1 piece of luggage, airport economy parking, mileage and or taxi/ride share services for business purposes will be reimbursed.

Lodging

Members will stay at the approved conference hotel. One room per person. If a non-association individual is accompanying the conference attendee no additional expenses may be incurred to the association.

Transportation

Taxi/Ride share reimbursement available for group meals and rides to and from the airport or other conference related events. Reimbursement is available with receipt. Share rides to the extent possible.

Car rentals are eligible for reimbursement depending on conference and airport locations.

MSNA Expense Submission

Policy: It is the responsibility of the committee chairs to approve all committee expenses, final approval is by the President. Unbudgeted expenses must be approved by the executive board.

Procedure:

1. All expenses must be submitted on the MSNA board approved reimbursement form.
2. Committee members must submit all bills to committee chairs for approval within 10 days of incurring the expense.

3. Officers and committee chairs must submit approved bills to the Treasurer within 10 days of return from travel, unless other arrangements are made.
4. Treasurer will issue payment within 30 days of receiving approved expenses.
5. President bills are submitted to the Immediate past president for approval within 10 days of incurring the expense and sent to the Treasurer for payment.*
6. The current President must review and approve payments made by the Treasurer a minimum of four times a year.

MSNA Credit Cards

Policy: The following executive board members will have association credit cards.

- President
- President- Elect
- Vice President
- Association Coordinator

Maine SNA Conference Registration Payment & Refund Procedures

The following positions will not pay for MSNA Annual Conference and MSNA Winter Conferences based on the following criteria:

President, President Elect

Industry Chair and/or Co-Chair on Day 1 only when a food show is scheduled

Education Chair on all days of the conferences

Program Chair on all days of the conference

Program presenters are comped the day they present. If the presenter is on a pre-conference session they will get another conference day (of the same conference compensated)

*Presenters that have a panel: The Education Committee must approve the size of the panel. Panels that consist of more than 3 people may seek additional comped registrations to be approved in advance by the Executive Board. The Executive Board reserves the right to charge a smaller fee to cover the costs associated with the attendance of such additional presenters.

Refunds may be given up until the designated early bird timeframe, or approval from the Executive Board. Such approvals require a majority vote from the Executive Board.

Employee, Manager and Director of the Year Awards

Winners of the Manager of the Year and Employee of the Year will receive comped registration to the state's Annual Conference, as well as a plaque acknowledging this accomplishment. Winner of the Director of the Year will receive registration and all expenses paid for SNA's Annual Nutrition Conference. It is expected that if MSNA pays for the conference the attendee will participate in the conference.