**JOB DESCRIPTION – VICE PRESIDENT**

**TERM**

The Vice President is elected to serve for a one-year term. Upon completion of the one year term, the incumbent shall succeed to the office of President-elect. Following a term of one year as President-elect, the incumbent shall succeed to the position of President and serve a one-year term. Voting for the position of Vice President is open to all members eligible to vote.

**ELIGIBILITY REQUIREMENTS**

In accordance with the NYSNA bylaws, potential candidates must meet the following eligibility requirements before being forwarded to the Leadership Development Committee for further consideration of their leadership experience and competencies:

* Be an active member in good standing of NYSNA and SNA;
* Have demonstrated leadership experience by serving on the NYSNA board of directors, a NYSNA committee, or NYSNA task force;
* Be regularly employed (a minimum of 130 days during the prior twelve months) in an eligible field as defined by SNA;
* Be actively working in the school nutrition profession throughout the term; and
* The vice president must have served as a member on the board of directors and have the SNA certificate or have the School Nutrition Specialist credential.

**RESPONSIBILITIES**

* Become acquainted with the duties and responsibilities of the President Elect, other board members, committees, and chapters.
* Represent the association at the request of the President
* Perform all duties of the President Elect in their absence.
* Be responsible for the updates and maintenance of the Operating Manual and handbooks of the association.
* In the event of a vacancy in the office of Vice President, the Vice President Elect (if known) will assume the office of Vice President and/or an election will be held to fill any vacancy in the office of Vice President and/or Vice President Elect.
* Use the year to become familiar with current policies, procedures, and practices of the board, committees, advisory boards, legislative and industry issues in an effort to prepare for the role of president.
* Recommend, at the spring board meeting, the name of the annual conference chairperson you would like to serve during your year as president.
* Serve as an alternate delegate at the SNA Delegate Assembly, in the absence of the President or President Elect.

**RESPONSIBILITIES OF NYSNA BOARD MEMBERS**

* All members of the Board of Directors are responsible for the strategic direction and oversight of the association’s affairs:
* Develop and oversee implementation of the SNA Strategic Plan and the annual Plan of Action; monitor accomplishments annually against goals and strategies;
* Select, appoint and evaluate the Chief Executive Officer;
* Represent the Board with allied organizations, chartered state affiliates, at meetings, conferences and hearings, etc., as requested;
* Perform all duties usually entrusted to officers and directors of the corporation;
* Comply with Board member fiduciary obligations of care, loyalty and obedience;
* Encourage members to consider NYSNA committee appointments and make recommendations to the officers;
* Encourage members to consider the path to state and national leadership opportunities and make recommendations to the Leadership Development Committee on potential candidates for elected positions on the Board of Directors and the Leadership Development Committee; and
* Promote the benefits of NYSNA and SNA membership.
* Executive Board Committee Chairpersons, Elected Officers and Area Directors shall be responsible for contributing an article for Fresh Bites quarterly.