**JOB DESCRIPTION – SECRETARY/TREASURER**

**TERM**

The Secretary/Treasurer is elected to serve for a two-year term. Voting for the office of Secretary/Treasurer 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
* Have a working knowledge of finance and budgeting.

**RESPONSIBILITIES (AS OUTLINED IN THE BYLAWS)**

* Maintaining all bank accounts, securities, and other investments in the name of the association;
* Presenting a financial report to the board of directors at each board meeting;
* Recommending auditors to the President for approval;
* Serving as chairman of the budget committee;
* Notifying all officers and committee chairs of the amount of money budgeted for each of their expense categories; and
* Taking minutes of the executive committee, the board of directors and house of delegates meetings and maintaining permanent records of such minutes in the association headquarters files.
* In the event of a vacancy in the office of Secretary/Treasurer the runner up candidate, or another qualified individual if the runner up is unwilling to accept, may be appointed by majority vote of the Board of Directors to complete the scheduled term vacated.

**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 FOCUS quarterly.