

NYSNA Board Position Descriptions

General Responsibilities of All Board Members

- Be 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, and at meetings, conferences, hearings, and related activities as requested.
- Perform all duties usually entrusted to officers and directors of the corporation.
- Comply with fiduciary obligations of care, loyalty, and obedience.
- Encourage members to consider NYSNA committee appointments and recommend potential leaders to officers and the Leadership Development Committee.
- Promote the benefits of NYSNA and SNA membership.

Vice President

Term: The Vice President is elected to serve for a one-year term. Upon completion of the one-year term, the incumbent succeeds to President-elect. Following one year as President-elect, the incumbent succeeds to President and serves a one-year term. Voting for the Vice President is open to all members eligible to vote.

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 updates and maintenance of the Operating Manual and handbooks of the association.
- Use the year to become familiar with current policies, procedures, and practices of the board, committees, advisory boards, legislative issues, and industry issues in preparation for the role of President.
- Recommend, at the spring board meeting, the annual conference chairperson to serve during the Vice President's future presidential year.
- Serve as an alternate delegate at the SNA Delegate Assembly in the absence of the President or President-elect.
- Executive Board Committee Chairpersons, elected officers, and Area Directors are responsible for contributing an article for Fresh Bites quarterly.

Secretary/Treasurer

Term: The Secretary/Treasurer is elected to serve a two-year term. Voting for Secretary/Treasurer is open to all members eligible to vote.

Responsibilities:

- Maintain all bank accounts, securities, and other investments in the name of the association.

- Present a financial report to the Board of Directors at each board meeting.
- Recommend auditors to the President for approval.
- Serve as chair of the budget committee.
- Notify officers and committee chairs of the amount budgeted for each expense category.
- Take minutes of executive committee, Board of Directors, and House of Delegates meetings and maintain permanent records of such minutes in association headquarters files.
- In the event of a vacancy, 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.

Area Director

Term: There are ten Area Directors elected for staggered two-year terms. Voting for Area Director is limited to members eligible to vote in the area represented by the position.

Responsibilities:

- Serve as liaison between members in the respective region and the Board.
- Represent the interests of members in the respective region.
- Perform duties incident to the office of Area Director as assigned by the President, the Board, and association governing documents.
- Serve as members of the Board of Directors and committees identified in the Operating Manual, including the Leadership Development Committee.
- Be responsible for development of annual membership activities, strategies, and drives in the area.
- Submit relevant reports and informative articles related to membership activities and promotions for Fresh Bites.
- Serve as the official representative for members in the area and foster understanding of Board actions.
- Conduct an area workshop to provide grassroots members with educational opportunities.
- In the event of a vacancy, 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.

At Large Director

Term: There are four At Large Directors elected to serve staggered two-year terms. Voting is open to all members eligible to vote.

Responsibilities:

- Perform duties incident to the office of At Large Director as assigned by the President, the Board, or association governing documents.
- Represent NYSNA as needed and assigned by the President.
- Provide support to Area Directors and officers in covering attendance at state events as needed.
- Perform other duties as assigned by the President and the Board of Directors.
- In the event of a vacancy, 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.