



Georgia School Nutrition Association

Officer Nomination Form



Please submit this form by October 1st.

Please review the specific candidate requirements below before making your nomination. In accordance with the GSNA bylaws, potential candidates must meet the following eligibility requirements before being forwarded to the Nominating Committee for further consideration.

- held membership in GSNA and SNA for at least two years immediately preceding the nomination.
- have demonstrated leadership ability by effectively serving on an affiliated district association as an elected officer, or on the GSNA as an elected officer, committee chair, or executive board member. *The President elect candidates must have had previous board experience and served as a member of the House of Delegates in the past five (5) years.*
- have demonstrated interest in Association affairs by having attended one State Conference in the last three years. *The President-elect candidates must have attended three (3) of the last five (5) National or State Conferences;*
- be currently certified or credentialed by SNA.
- be regularly employed in an eligible field
- maintain GSNA and SNA membership at the time of nomination and election. If a change in professional employment status occurs they shall complete their term of office, provided one half of their term has been completed and they are employed in an eligible field.

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**I recommend the following GSNA member be considered for nomination as:**

☐ President-elect      ☐ Secretary      ☐ School Level Chairman

Member's Name \_\_\_\_\_

Job Title \_\_\_\_\_

School District \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

**\* Note: The nominating committee will determine eligibility of all candidates and those meeting the qualifications will be contacted for submission of additional information and forms to officially submit their name as a potential candidate.**

**Please return this form to the GSNA office no later than October 1st.**

Mail to: GSNA 2372 Main Street Tucker, GA 30084  
Fax to: 770-934-8917  
E-mailed to: [info@georgiaschoolnutrition.com](mailto:info@georgiaschoolnutrition.com)



## GSNA PRESIDENT ELECT POSITION DESCRIPTION

(All viable candidates for this position will be interviewed by the Nominating Committee as part of the process to help determine final candidates to be placed on the ballot.)

### President-elect

**Term of service.** A person elected to this position serves one year as President-Elect and succeeds to the office of President the following year.

Nominees must understand that this is a position of considerable responsibility that requires significant effort and time requirements. The President may be out of their office for about 20 – 30 days during the year.

#### **Eligibility requirements:**

- \* held membership in GSNA and SNA for at least two years immediately preceding nomination
- \*Previous board experience having served as an affiliated district association elected officer; GSNA elected officer, committee chair or executive Board member.
- \*Served as member of House of Delegates in past five years
- \*Attended three of last five national or state conferences
- \*currently hold SNA certificate or SNS credential by SNA
- \*regularly employed in an eligible field
- \*must maintain membership in GSNA and SNA at time of nomination and election

**Responsibilities.** A person elected to this position shall perform the duties of the president-elect and serve as required by GSNA bylaws and other association governing documents;

**Additional duties** include but aren't limited to the following:

Studies the duties and responsibilities of the President, other members of the Executive Board, committees, advisory boards and state affiliates;

Serves as Chairman of and presides at the House of Delegates, works with Executive Director in preparing agenda for House of Delegates meeting

Represents the Association at the request of the President

Performs the duties of the President in the absence of the President

Succeeds to the office of President on August 1st, following installation at the Annual Conference, or in the event of the death, resignation, or removal from office of the President

Serves as Trustee of the GSN Foundation during their term of office with the same rights, powers, and privileges of any other trustee

Attends as a voting member GSNA Executive Board, Executive Committee and House of Delegates Meetings

Attends SNA meetings as requested by Executive Board, including LAC, Leadership and Annual Conference

Serves as a delegate to the SNA Delegate Assembly at the SNA Annual Conference

Represents the Association at meetings as needed (such as GAEL, State School Board, etc.)

Operates within an approved budget.

**Nominating process.** All viable candidates for this position will be interviewed by the Nominating Committee as part of the process to help determine final candidates to be placed on the ballot.



## GSNA SCHOOL LEVEL CHAIR POSITION DESCRIPTION

### School Level Chair

**Definition of School level.** School level is defined as school nutrition personnel assigned to one school; and/or school nutrition service personnel who have responsibility in a central kitchen that serves more than one school; and/or school nutrition personnel who have responsibility in more than one school, but who are not employed on a system wide basis.)

**Term of service.** A person elected as school level chair shall serve two years. School Level Chair to be elected in odd number years.

**Eligibility requirements:**

- \* held membership in GSNA and SNA for at least two years immediately preceding nomination
- \*Previous board experience having served as an affiliated district association elected officer; GSNA elected officer, committee chair or executive Board member.
- \*Attended one state conference in the last three years
- \*currently hold SNA certificate or SNS credential by SNA
- \*regularly employed in an eligible field
- \*must maintain membership in GSNA and SNA at time of nomination and election

**Responsibilities.** A person elected to this position shall perform the duties of this office and serve as required by GSNA bylaws and other association governing documents; Chairs elected to this position also serve on the Education Standing Committee and coordinates or assist the President in the planning of events such as Manager's Retreat, Kickoff luncheon seminars, SNAP Training and other school level training events.

**Additional duties** include but aren't limited to the following:

Promotes the Association's Plan of Action.

Initiates, implements, evaluates and/or coordinates appropriate studies or projects with the Association office.

Expresses views of their section when evaluating or voting on issues.

Provides leadership, support, assistance, and resource lists and/or materials to members.

Provides input to annual conference planning committee.

Promotes membership in the Association within their section.

Serves as a voting member of the Executive Committee and Budget Committee.

Attends as a voting member Executive Board, Executive Committee, and House of Delegates Meetings.

Develops a newsletter or other communication for Section.

Prepares articles for Georgia Gems as requested

In alternate years, serves as Delegate to SNA Delegate Assembly at the SNA Annual Conference

Operates within approved budget.



## GSNA SECRETARY POSITION DESCRIPTION

### **Secretary**

**Term of service.** The Secretary shall be elected in odd numbered years and serve two (2) years.

**Eligibility requirements:**

- \* held membership in GSNA and SNA for at least two years immediately preceding nomination
- \*Previous board experience having served as an affiliated district association elected officer; GSNA elected officer, committee chair or executive Board member.
- \*Attended one state conference in the last three years
- \*currently hold SNA certificate or SNS credential by SNA
- \*regularly employed in an eligible field
- \*must maintain membership in GSNA and SNA at time of nomination and election

**Responsibilities.** A person elected to this position shall perform the duties of this office and serve as required by GSNA bylaws and other association governing documents; A detailed list of duties will be provided by the GSNA Headquarters office.

**Additional duties** include but aren't limited to the following:

- Accurately records all minutes of the House of Delegates, Executive Board, Executive Committee and Foundation and submits to Headquarters office in a timely manner.
- Prepares correspondence as directed by the House of Delegates, Executive Board, or Executive Committee.
- Maintains up-to-date roll of Executive Board and House of Delegates.
- Serves as a trustee of the GSN Foundation during term of office with the same rights, powers and privileges of any other trustee.
- Serves as third delegate to the House of Delegates meeting of the School Nutrition Association.