**JOB DESCRIPTION – AREA DIRECTOR**

**TERM**

There are eight Area Directors and they are elected for a two year term. The terms are staggered. Voting for the office of Area Director is limited to the members eligible to vote in the Area represented by the position.

Area Directors are encouraged to seek assistance from At Large Directors, and NYSNA members who live within their region to help them cover activities, and to reach members in remote areas. *Delegating some duties will help to develop members from the area into potential future Area Directors.*

**ELIGIBILITY REQUIREMENTS**

* 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.

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

* Serve as liaison between chapter affiliates in their respective region and the board.
* Communicate with chapter affiliate leaders on a regular basis and aid as needed.
* Represent the interests of the members in their respective region.
* Attend a meeting of each chapter affiliate within their respective region at least once during the two year term.
* Perform other duties incident to the office of regional director as assigned by the president, the board and the association governing documents.
* In the event of a vacancy in the office of Area Director 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.

**OTHER RESPONSIBILITIES**

* Keep NYSNA Headquarters staff apprised of issues that arise in the region’s chapter affiliates.
* Be members of the Board of Directors and those committees identified in the Operating Manual - including the Leadership Development Committee.
* Be responsible for the development of annual membership activities, strategies and drives in the Area.
* Submit relevant reports and informative articles relative to membership activities and promotions for inclusion in FOCUS.
* Serve as the official representative for the Chapters in their Area. In this capacity Area Directors serve as an extension of the NYSNA Board of Directors to foster understanding of Board actions, to relay information, and to assist all committees in effective communications with Chapters.
* Attend Chapter meetings and assist Chapter Presidents with understanding and completing their duties. The Area Director is expected to attend a minimum of one function of each Chapter during his/her term of office.

**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.