**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 (AS OUTLINED IN THE BYLAWS)**

* Becoming acquainted with the duties and responsibilities of the president-elect, other members of the board of directors, standing committees and chapters;
* Representing the association at the request of the president and performing the duties of the president-elect in the absence of the president-elect;
* Being responsible for the updates, maintenance, and issuance of association operating manuals and handbooks at the commencement of the term of office.
* 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.

**OTHER RESPONSIBILITIES**

* The Vice President uses the year to become familiar with the current policies, procedures and practices of the Board, committees and advisory boards, legislative and industry issues and other child nutrition issues in an effort to prepare for the role as president;
* Review the Board Policy Manual and the Procedures Manual after changes adopted by Board of Directors;
* Recommend, at the spring Board of Directors meeting following their installation, the name of the Annual Conference Committee Chairperson who shall serve during their term as President.
* Be the alternate delegate from the NYSNA to the SNA Annual Conference in the absence of the President or President Elect.
* Assist the President Elect with the organization and conduct of the House of Delegates Meeting.

**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.