



## 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.