



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.