



Feeding Bodies. Fueling Minds.TM

Missouri School Nutrition Association

Policy & Procedure Manual

(revised 2020)

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Preface

The Missouri School Nutrition Association (MSNA) is a state affiliate of the School Nutrition Association.

MSNA is one of the leading organizations committed to educating, supporting, and inspiring school nutrition and nutrition service professionals. We bring information, services and continuing education to school food service professionals in Missouri. We sponsor at least one conference annually in which attendees are exposed to speakers, workshops and exhibits that showcase the latest ideas and address the most current issues in school nutrition services.

This Policies and Procedures Manual is intended to assist the Board of Directors and members in interpreting and carrying out official duties. It defines the responsibilities of each officer, clarifies the procedures for conducting association business and indicates pertinent policies consistent with the bylaws of the MSNA and Board of Directors policies.

Objectives of the Association

The objectives and purposes for which this association is formed are to act as a not-for-profit and operate exclusively for the purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1986, and the subsequent amendments thereto, do hereby set forth:

1. Promote the optimal health, nutrition and education of all children by supporting nutritionally-adequate and educationally sound, financially accountable, non-profit child nutrition and school community nutrition programs.
2. Promote high standards for child nutrition and school community nutrition programs with emphasis on nutritionally-adequate meals that are appealing to children.
3. Promote united efforts among school personnel, allied organizations, industry and the public to assure every child and opportunity to receive the benefits of the child nutrition and nutrition education programs.
4. Promote high standards and provide appropriate educational program incentives and recognition for professional development of child nutrition personnel.
5. Promote research and development in child nutrition programs.
6. Promote the establishment of a national nutrition policy and legislation which provides optimal nutrition and nutrition education for children.
7. Promote the involvement of students and the school community in nutrition programs.
8. Promote membership and provide services to members.
9. Take any and all actions authorized to corporations organized not-for-profit under the laws of the State of Missouri and the aforementioned section of the Internal Revenue Code to carry out the foregoing objects and purposes.

Diversity Statement

Missouri School Nutrition Association (MSNA) acknowledges and embraces the value of human diversity. We believe it enriches our organization and enhances professional and personal growth. Diversity improves the quality of the educational and learning experience and fosters global networking.

We recognize diversity as a strength where each person is respected and valued as an individual and appreciated for the variety of experiences, knowledge, abilities and ideas that each brings to MSNA. We believe that the exchange of diverse views, ideas and knowledge contribute to the success of the organization.

MSNA promotes an inclusive environment. Therefore, we are committed to dedicating the time and resources to enhance the opportunities for everyone to participate, contribute, and fulfill their potential. We encourage leaders at all levels to recognize the value of diversity and to promote inclusiveness in membership, participation and leadership.

We welcome the range of human differences, including, but not limited to, race, gender, ethnicity, religion, age, physical ability, culture, sexual orientation, education, geographic location and professional level.

Standards of Business Conduct

I. General Policy

It is the intent of the Missouri School Nutrition Association (MSNA) to carry out its mission and activities in accordance with the highest ethical standards. This requires compliance with MSNA Standards of Business Conduct by all members in state leadership positions, in all actions and transactions.

As referred to in this Policy, members of leadership, or “Board Members”, shall include; Officers, members of the Board of Directors, Committee Chairs and Co-Chairs, and the State Agency Coordinator.

Other Board policies and Association governing documents also affect Board Members’ conduct. The Association’s success depends upon maintaining a strong ethical and positive public reputation. Therefore, in many instances these Standards of Business Conduct go beyond the requirements of law or those other documents. Together with other applicable policies and guidelines of the Association, compliance with these Standards of Conduct will help protect the Association’s reputation for honesty and integrity.

The Standards cannot address every applicable law, regulation or policy and provide answers to all questions that might arise. Board Members must ultimately rely on their good judgement in determining what the right course of action is and when it is appropriate to seek guidance from association leadership.

II. Specific Policies

A. Compliance with Federal, State and Local Laws and Regulations

Obeying the law, both in letter and in spirit, is one of the foundations on which the Association’s Standards of Business Conduct have been developed. All Board Members must respect and obey the laws of the jurisdictions in which the Association operates. Although not all Board Members are expected to know the details of these laws and regulations, it is important to use good judgement and seek advice and counsel from others when there are questions or a need for clarification of the Policy.

B. Conflict of Interest

All Officers, Regional Directors and other members holding leadership positions within the Association, as defined above, shall scrupulously avoid conflict between their respective individual interests and activities and interests of MSNA. It is intended that members holding state elected or appointed leadership positions shall give their undivided loyalty to SNA, its mission and its goals, and their fiduciary obligations of loyalty, care and obedience, in any and all actions taken by them on behalf of MSNA in their leadership capacities.

- Product endorsements shall not be made by Board Members nor shall they appear in any advertisements, industry articles or industry-contributed articles featuring endorsement of any product, company, service or industry during their term of office. Board Members may not work in an exhibitor booth during any MSNA meeting.

Exception: *Industry Partners Committee Chair is exempt from this provision.*

- Board Members may not serve on advisory boards or boards of directors in other non-profit or profit organizations that do not consistently share MSNA’s policy views, in order to avoid a

possible conflict of interest and the possible perception that MSNA endorses that organization's policies and activities.

- Board Members may not serve on advisory boards or boards of directors of organizations that have publications, trade shows or other events that compete with MSNA for advertisers, exhibitors or sponsors.
Exception: *Industry Partners Committee Chair is exempt from this provision.*
- Board Members may be offered gifts, hospitality or entertainment from persons or entities with which the Association has relationships, such as vendors, sponsors, advertisers, exhibitors, joint ventures, hospitality or transportation industry sales representatives or others:
 - Gifts or entertainment from persons or organizations with which the Association has relationships must support the legitimate interests of the Association;
 - Board Members should avoid accepting gifts of more than a nominal value. Exceptions to this policy must be approved by the Board of Directors.
- Members of the Board of Directors may not write letters of recommendation for candidates submitting their name for national elected office.
- Compensation is not permitted if such compensation may directly or indirectly affect the Board Member's work with the association.
- Board Members shall not solicit or accept any form of compensation from SNA or another state affiliate for services provided by them during their term.
- If any Board Member derives or appears to derive a personal gain or benefit from a transaction with MSNA, or shall have any direct or indirect interest in, or relationship with, any individual or organization:
 - which proposes to enter into any business transaction with MSNA; or
 - which proposes to render or employ services, personal or otherwise, to MSNA; or
 - which may be seen as competing or conflicting with the interests or concerns of MSNA,

the Board Member shall promptly provide notice of such interest or relationship to the President. The President will notify the remaining Board Members.

The Board of Directors may decide on the appropriate action. Regardless of the Board of Directors' decision whether to proceed with the transaction or not, the Board Members shall refrain from voting or otherwise attempting to affect any decision for MSNA to participate or not to participate in such a transaction and in the manner and terms of such participation.

Minutes of applicable meetings should reflect that such disclosure was made and that such Board Member was excused from the discussion and abstained from voting on the matter.

C. Financial Fiduciary Responsibilities

- Board Members should deal fairly and in good faith with all persons with whom the Association has financial transactions and business relationships. No Board Member should take unfair advantage of anyone through misrepresentation or any unfair business practice.
- Board Members should avoid all personal financial transactions with persons or entities that may influence their ability to perform their fiduciary duties to MSNA fairly and objectively.
- Financial records and reports should be accurate, timely and in accordance with any applicable Federal or state laws or accounting rules or principles. All reports made to government authorities must be complete, accurate and timely.
- Association documents should never be falsified or distort the true nature of any transaction.
- All transactions must be supported by accurate documentation.
- Board Members must cooperate with audits of financial records, as requested.
- Board Members must observe all of MSNA's financial recordkeeping, reporting and expense reimbursement policies.

D. Confidential and Proprietary Information

It is the obligation of Board Members to safeguard the Association's confidential and proprietary information. Information that is identified as confidential or proprietary information is not to be shared with anyone outside the Association unless authorized for disclosure by the President.

Confidential and proprietary information is any information that has not been disclosed or made available to the membership and the general public. It includes items such as financial data, evaluations of joint ventures or other endeavors, association policy positions, personal information about Board Members, members or employees, financial arrangements, major management changes and other Association developments.

Members of the Board of Directors sign a confidentiality agreement at the MSNA Board meeting where board orientation is provided.

Board of Directors Responsibilities

The Board of Directors (“Board”) shall be the Executive body of the Association. The Board shall formulate policies between the Annual General Membership Conference Meetings; adopt the annual budget; review reports and resolutions; conduct and manage the affairs and have all other powers and duties specifically provided to it by the bylaws.

Responsibilities of the Board:

1. Direct the association affairs in accordance with the philosophies, general policies and goals adopted at the annual general membership meeting;
 - a. Annual General Membership Meeting Agenda – President
 - b. Consider general and specific recommendations made by members at the annual general membership meeting;
 - i. Information compiled by Executive Secretary and distributed to the Board
2. Select persons to act for the association and define their specific responsibilities;
 - a. Board recommendations are presented at Board meetings
 - i. Prior notification should be provided to the President
3. Adopt the annual budget including, but not limited to, budgets for all state meetings;
 - a. Annual budget is prepared by the Treasurer
 - b. Budget should be presented and approved at the Board’s first annual Board meeting
4. Manage and direct all financial affairs of the association;
 - a. Board review and approval of financial statements – Board meetings
 - i. Treasurer prepares and presents financial information to the Board
5. Authorize those who may sign checks, contracts and other documents for the Association (Treasurer, President, President-elect and Vice President).
 - i. Executive Secretary
 - ii. Treasurer
 - a. Approve organizational structure and job descriptions;
 - b. Reviews and makes adjustments based on governing bodies recommendations
 - iii. Board
6. Approve all committee and advisory committee appointments;
 - a. Recruits and develops new potential Board members
 - i. Regional Directors
 - ii. Membership Chair
7. Fill vacancies of unexpired terms of Board members with previous notice and a majority of those board members present and voting, unless otherwise specified;
8. Review and approve the program for all state conferences and seminars;
9. Adopt a plan of action for each ensuing year;
10. Recommend positions and policies to the members at the annual general membership meeting;

11. Provide leadership in working with allied associations and groups, which share a similar purpose;
12. Set the date and place of the annual general membership meeting; and
13. Establish the amount of annual dues as specified in Article II, Section C: Dues, #3

Executive Committee Responsibilities

Elected members of the executive committee shall consist of the President, as chairman, President-elect, Vice President, Treasurer with the Executive Secretary serving as an ex officio non-voting member and immediate past president as a non-voting member.

Responsibilities: The duties of the Executive Committee shall be to:

1. Propose to the Board administrative and management policies for association business consistent with the actions and policies established by the board of directors and by the annual general membership meeting;
 - a. Recommendation for bylaw updates/review
 - b. Recommendation for a State Plan of Action
2. Conduct all business referred to it by the board;
3. Act for the board when the President determines that time does not permit a meeting of the entire board;
4. Review the annual budget and make recommendations to the board for approval;
5. Prepares a proposed budget before the Board of Directors' first meeting for the following year;
6. Review the financial status of the association on a regular basis and make recommendations for action to the board;
7. Analyze reports and make recommendations to the board; and
8. Report all actions taken by the board.

Regions

The Vice President shall serve as Chair of the Regional Directors. Missouri shall be divided as follows:

Northwest (Region 1): Andrew, Atchison, Buchanan, Caldwell, Carroll, Clay, Clinton, Davies, DeKalb, Gentry, Harrison, Holt, Nodaway, Platte, Ray, Saline, and Worth

Northeast (Region 2): Adair, Audrain, Boone, Chariton, Clark, Cooper, Grundy, Howard, Knox, Lewis, Linn, Livingston, Macon, Marion, Mercer, Monroe, Pike, Putnam, Ralls, Randolph, Scotland, Schuyler, Shelby, and Sullivan

West Region (Region 3): Jackson, Johnson, Lafayette, and Pettis

Central Region (Region 4): Callaway, Cole, Franklin, Gasconade, Lincoln, Moniteau, Montgomery, Osage, St. Charles, and Warren

East Region (Region 5): St. Louis City, and St. Louis County

Southwest Region (Region 6): Barton, Bates, Benton, Camden, Cass, Cedar, Dade, Dallas, Henry, Hickory, Jasper, McDonald, Morgan, Newton, Polk, St. Clair, and Vernon

Southwest Central Region (Region 7): Barry, Christian, Douglas, Greene, Laclede, Lawrence, Miller, Ozark, Pulaski, Stone, Taney, Webster, and Wright

Southeast Central (Region 8): Butler, Carter, Crawford, Dent, Dunklin, Howell, Iron, Maries, Oregon, Phelps, Pemiscot, Reynolds, Ripley, Shannon, Texas, Washington, and Wayne

Southeast Region (Region 9): Bollinger, Cape Girardeau, Jefferson, Madison, Mississippi, New Madrid, Perry, Scott, Stoddard, St. Francois, and St. Genevieve

Each region shall have an elected Regional Director, who shall be a member of the Board of Directors.

Meetings

Types of Meetings

1. Board of Directors
 - a. Meets immediately following the Annual State Conference
 - b. At the call of the President
 - i. Annual meeting calendar
 - ii. Location as determined by Board President
 - c. Or upon the request of a majority of members of the Board
 - i. Activity that would warrant additional meeting outside of those previously determined
 - ii. Potentially necessary for Board action or decision making
 - d. There must be a minimum of four meetings annually
2. Executive Committee
 - a. The Executive Committee shall meet on call of the President or at the request of four members of the Executive Committee.
 - b. The Executive Committee may convene at each Board meeting to review matters and make recommendations.

Other types of Meetings

- Board Orientation - For the purposes of orienting incoming Board
 - Meeting might occur in conjunction with another board meeting.
 - Determination by the newly elected president at the beginning of their term of office.
- Regional Directors Meeting - For the purposes of providing training and overview to Regional Directors regarding Regional Meetings and Chapter development
 - Meeting might occur in conjunction with the Annual State Conference
 - Determination by the Vice President
- Conference Planning Meeting
 - Might include special committee chair- "Local Arrangements Committee"
 - President, Vice President, President-elect, Nutrition Education Chair, Marketing and Membership Chair, and Executive Secretary

President

As the chief Executive officer of the association, the President guides the association towards realizing its vision through encouraging, directing, and effectively leading while holding members accountable for their goals. The President works to develop current and future leaders, empower the members, implement effective initiatives, adhere to and develop appropriate policies and procedures while strengthening the association for the future members.

The President serves a one (1) year term and shall be the Chief Elected Officer of the Association. The starting term and induction of the President and officers will coincide with the Annual MSNA State Conference. The President serves as Chair and voting member of the Board of Directors, the Executive Committee, and with exception to the Nominating Committee an ex officio member of all other committees and coordinates the activities of the same.

Responsibilities of the President:

1. Serve as the chief elected officer of the association;
2. Represent the association in policy matters serve as the chief spokesperson for the association;
3. Serve as Chairman of the board of directors and executive committee;
4. Preside at meetings of the board, Executive Committee and the Annual General Membership meeting;
5. Serve as an ex-officio member of all committees except the Nominating Committee;
6. Prepare the agenda for board meetings in consultation with the secretary and other officers as well as the chairs of standing and special committees;
7. Appoint with the approval of the board, the chairmen of all committees;
8. Remove the chairmen of all standing committee should this be necessary;
9. Initiate and direct the implementation of the State Plan of Action;
 - a. State Plan of Action is created prior to taking office during President-elect year;
 - b. State Plan of Action considers SNA Plan of Action and developed to fit state level goals and objectives; and
10. Implements the State Plan of Action
11. Coordinate activities of the board with the association office;
12. Chair the annual state conference until the installation of the next President;
13. Co-signs checks and contracts;
14. Submits an article for each issue of the MSNA Messenger newsletter;
 - a. MSNA *Messenger* is published by the Executive Secretary

15. Acts as a liaison between MSNA and SNA's Midwest Regional Director, SNA (National) and all other affiliated associations as well as the Department of Elementary and Secondary Education, Food & Nutrition Services Coordinator;
 - a. The President shares MSNA information with the national SNA;
 - b. The President shares SNA national information with Board and/or in MSNA *Messenger*;
 - c. The President helps assure the membership voice of MSNA matters with DESE; and
 - d. The President assures that MSNA members are informed of pertinent DESE related matters.
16. Coordinates with the Executive Secretary to:
 - a. Develop a time schedule for meetings, completion of work, and submission of reports by committee chairs and Board of Directors members;
 - b. Implement SNA National requirements, including submission of names of newly elected officers to SNA (national) and SNA Regional Director; and
 - c. Transfer files and handbooks to newly installed officers and committee chairs.
17. Conducts new Board orientation in coordination with the executive secretary. (*note this might occur at the annual conference prior to the official succession to President but rather as President-elect*)
 - a. Transfer files and handbooks to newly installed officers and committee chairs;
 - b. Provides a copy of the annual Board of Directors meeting calendar; and
 - c. Sets goals and objectives for each committee based on State Plan of Action.
18. Reviews fiscal reports and audits and commits monies only within budget allotments; with any expenditure greater than budget allotments being submitted to the Board of Directors for approval;
19. Submits Annual Report at the Annual Membership meeting;
20. Attends the MSNA Annual Conference, ANC, Industry Conference and Legislative Conference and other meetings as designated and approved by the Board of Directors;
21. Works closely with the President-elect and keeps her or him informed in order to establish continuity of activities and association goals and transmits records and appropriate information to the incoming President;
22. Exercises all other general power of supervisory and active management usually vested to the office of the President;
23. Upholds policies, procedures and values established and adopted by the Board of Directors;
24. Fulfill other duties as assigned by the board of directors.

President-elect

The President-elect works closely with the President to ensure continued leadership towards realizing the vision of the association. By developing working relationships with Board members and proposing effective appointments, the President-elect is able to communicate future goals of the association while developing future leaders for the association.

The President-elect serves a one-year term. The starting term and induction of the President-elect and other officers will coincide with the Annual MSNA State Conference. The President-elect shall succeed to the office of President in the case of a vacancy in that office and shall then serve until the end of the term of office that would have been the natural succession to the President. The President-elect works with the Membership Committee, Regional Directors and Nominating Committee to help identify and develop future leaders for the MSNA.

Responsibilities of the President-elect:

1. Studies the duties and responsibilities of the President, other members of the Board and committees approved by the Board;
2. Presides at the Annual General Membership Meeting in the absence of the President;
3. Perform the duties of the President in the President's absence;
4. Plan the annual state conference in cooperation with the President and the Executive Secretary;
5. Prepares a State Plan of Action. The State Plan of Action will be consistent with the Strategic Plan and SNA (National's) Plan of Action and presents the proposed State Plan of Action to the board of directors for approval;
6. Chairs the Nominating Committee, submitting to the President and Executive Secretary 120 days prior to the annual state conference, a list of candidates and their bios;
7. Plans the Annual State Conference with the assistance of the Executive Secretary;
 - a. Assures that the conference is informative, educational and qualifies within the appropriate USDA CEU guidelines.
 - i. Works with Nutrition Education Committee
 - ii. Professional Development/Certification Committee
 - iii. Local Arrangements Committee
 - iv. Industry Representative
 - b. Coordinates SNA Officers and Staff MSNA Conference Visits;
 - i. SNA President or President-elect every 4th year
 - ii. Regional Directors one time during a two year term
8. Represents the Association at the request of the President or in the absence of the President;
9. Co-sign checks and contracts; and
10. Succeeds to the office of President at the installation of officers;

11. Attends the MSNA Annual State Conference, ANC, Industry Conference, Legislative Conference, Leadership Conference and other meetings as designated and approved by the Board of Directors;
12. Submits an article for MSNA Messenger newsletter regarding the Annual Membership conference;
13. Performs other duties as assigned; and
14. Perform other duties as assigned by the President and/or the Executive Committee.

Vice President

The Vice President studies the duties and the responsibilities of the President, President-elect and other Board and committees.

The Vice President serves a one year term. The starting term and induction of the Vice President and other officers will coincide with the Annual MSNA State Conference. The Vice President shall succeed to the office of President-elect in the case of a vacancy in that office and shall then serve until the end of the term of office that would have been the natural succession to the President-elect. The Vice President will work in conjunction with the Nutrition Education Committee and the Regional Directors.

Responsibilities of the Vice President:

1. Serves as the Chair of the Regional Directors;
 - a. Assisting with the planning of Regional Meetings; and
 - b. Provides theme and education suggestions that coincide with the current State Plan of Actions.
2. Plans the Pre-Conference Event:
 - i. Presents information to the Executive Committee for approval;
 - ii. Coordinates meeting space, logistics, meals, invitation and registration with Executive Secretary;
 - iii. Secures meal sponsors;
 - iv. Determines the educational focus and trainer:
 1. Works with Executive Secretary contracts and logistics;
3. Organizes fundraising for Scholarship funds:
 - i. Work with Executive Secretary to assure the fundraising information is included as part of the event materials;
 - ii. Purse Raffle at MSNA State Conference:
 1. Include request form with Industry participants registration information
 - iii. 50/50 raffle;
 - iv. Note this can be left to your creativity - be sure and present back to the Board of Directors for final approval.
4. Works with the Executive Secretary, President and President-elect in identifying future MSNA conference locations. **Note that the location that is being chosen will also be the meeting that by succession to President-elect you will be responsible for planning**;
5. Attends MSNA State Conferences, Board meetings, Regional Meetings as requested and National Leadership Conference; and
6. Co-signs checks and contracts.

Treasurer

The Treasurer works to maintain financial integrity and security of the MSNA association. Through financial planning, budget preparation, regular monitoring and reporting, the treasurer helps ensure that the association is both fiscally and managerially sound.

The Treasurer shall be elected for a one (1) year term. The beginning of his/her term will coincide with the MSNA Annual Conference. The Treasurer will work with the Executive Secretary on the management of day to day financial matters. The Treasurer shall serve as a voting member of the Board of Directors and the Executive Committee.

Responsibilities of the Treasurer:

1. Supervises and monitors the Association's funds, investments and securities:
 - a. Works with the Executive Secretary regarding the payment and depositing of accounts:
 - i. Check the accuracy to assure the income was reported accurately;
 - ii. Check against bank statement that all reported deposits were acknowledged by the bank;
 - iii. Review the accuracy of invoice processing and that all payments were reported to the appropriate expense accounts;
 - iv. Determine the budgeted/non- budgeted expenses are meeting Board policy requirements;
 - v. Co-signs checks;
 - b. Assure that record keeping is organized and available for audit;
 - c. Budget update:
 - i. Review year to date actual data against budget. Prepare any necessary proposed amendments for the Board of Directors approval.
2. Drafts a proposed annual budget in cooperation with the Executive Secretary, President, President-elect and Vice President:
 - a. Presents information in advance for review at an annual budget planning meeting;
3. Submits budget to the Board for adoption at the first Board Meeting;
4. Advises Officers and committee chairs of budgeted funds for the year:
 - a. This information should be made available at the first annual meeting of the Board;

Regional Directors

Regional Directors will work with the Vice President in the planning and execution of Regional meetings. Regional meetings are to be held at least once every two years within the regions to provide training for single unit personnel. The purpose of the meeting is to provide relevant professional training and information regarding MSNA leadership opportunities and SNA (National) benefits of professional membership. The meetings will be common in theme and with educational content that will meet the USDA's education standards.

The Regional Directors term will coincide with the MSNA Annual Conference.

Responsibilities of Regional Directors:

1. Promotes the MSNA's State Plan of Action;
2. Identifies and communicates with the members in his/her Region:
 - a. express the views of regional members;
 - b. Promotes Membership and helps recruit new members:
 - i. Provides MSNA & SNA (national) information for new regional members;
 - c. Communicates and assist regional members;
 - d. Shares ideas for professional growth with regional members:
 - i. Nutrition Education Committee
 - ii. Marketing and Membership Committee
 - iii. Scholarship Opportunities – MSNA and SNA (National);
 - e. Identifies potential future leaders and encourages participation:
 - i. Shares back with Board of Directors potential future leaders;
3. Is responsible for coordinating and presiding at a Regional meeting:
 - a. Work with the MSNA Vice President.
4. Attends MSNA Board Meetings, Annual Conference and Regional Meeting.

Committees

Nominating:

1. The Nominating Committee consists of the president-elect, vice president, past president, and the legislative chair(s).
2. The president-elect will serve as the committee chair.
3. The Nominating Committee is charged with identifying eligible candidates:
 - a. Strategic planning for positions based on interest and leadership development
 - b. Submit a slate of candidates to the Board of Directors no later than 120 days prior to the Annual State Conference
4. Once the slate is approved it will be forwarded to the Executive Secretary for election by membership.

Legislative:

1. The Legislative Committee is responsible to the Board of Directors for evaluating and interpreting federal and state legislative programs;
2. Recommends needed federal and state legislation that is consistent with program needs;
3. Serves as a clearing house in legislative matters;
4. Keeps membership informed through an annual summary of federal education developments related to nutrition education and nutrition services programs.
5. Serves as liaisons with all federal and state agencies, professional organizations, and the work of the legislative chairman of SNA; and
6. Attends the national legislative conference.

The Legislative Chair(s) are responsible for the planning of an annual MSNA Jefferson City Legislative visit. The planning includes the assistance of the Executive Secretary, Nutrition Education Chair, MSNA members that attended the NLC, and President.

Nutrition Education:

1. The Nutrition Education Committee is responsible for interpreting nutrition trends and developments and sharing information with the Board of Directors on such matters;
2. Reviews requested CEU approval request and awards based on the USDA's Professional Standards. Notification and approvals of CEU for group training are sent to the Executive Secretary for invoice processing;
3. Will keep members informed and make available an annual summary of developments relating to the nutrition trends and potential areas of interest;
4. Will maintain liaison with all appropriate state agencies, professional associations and organizations in the state and work with the Nutrition Committee Chair of SNA;
5. Work with the President-elect on the planning of the education tracks for the MSNA Annual Conference;

6. Plans the Managers' Retreat:
 - i. Presents information to the Executive Committee for approval;
 - ii. Coordinates meeting space, logistics, meals, invitation and registration with Executive Secretary;
 - iii. Secures meal sponsors; and
 - iv. Determines the educational focus and trainer.

Membership and Marketing:

1. The Membership and Marketing Committee is responsible for promoting and recruiting members into the association using the following leads:
 - a. Regional Meetings;
 - b. Industry Conferences;
 - c. MSNA Annual Conferences;
 - d. School Board Associations; and the
 - e. Superintendents' Association.
2. Developing and distributing membership materials;
3. Making members aware of the benefits of membership:
 - a. MSNA awards:
 - i. Processing applications;
 - b. SNA (National awards); and
4. Providing membership data to the Board of Directors.

Professional Development/Certification:

1. The Professional Development/Certification Committee shall be responsible to:
 - a. actively promote professional development and certification among members;
 - b. maintain, promote and review scholarships; and
 - c. to encourage school districts to assist members with or reward members in their professional development efforts;
2. Encourage school districts to reward member in their professional development;
3. Works with the Nutrition Education Committee;
4. Works with the President-Elect for conference planning;
5. Works with Regional Directors; and
6. Works with Membership and Marketing Committee.

Local Arrangements:

1. The Local Arrangements Committee is appointed by the President on the recommendation of the President-Elect.
2. The committee shall be responsible for assisting the President-elect with local arrangements for the annual conference.

Industry Partners:

1. Provide MSNA leadership with feedback on the Annual State Conference including:
 - a. Recommendations on Exhibit Hall procedures and management;
 - b. Recommendations for MSNA workshops and breakout sessions for both exhibitors and members;
 - c. Recommendations/strategies for improving and growing MSNA.
2. Serve as a sounding board for new programs under consideration;
3. Recommend new ideas for Association programs and projects;
4. Participate in strategic issues management process Plan of Action process, as assigned; and
5. Promote membership in MSNA and SNA.

Special Committees:

1. Special committees and/or Affiliate Advisory members shall be appointed by the president with approval of the board. These appointments are non-voting positions and must be a member of MSNA and SNA.
2. Examples of such committees might be
 - a. Annual Conference Committee
 - i. Banquet
 - ii. Welcome/Registration
 - b. Advisor (past President of the association)

Meetings Attended by Officers Policy

MEETING	PRESIDENT	PRES.-ELECT	VICE PRES.	OTHER
Annual State Conf.	Paid	Paid	Not Paid	EOY & MOY – Registration Only
Annual National Conf.	Paid	Paid	Not Paid	EOY & MOY – Registration Only
Industry Conference	Paid	Paid	Not Paid	Not Paid
Annual Legislative Conference	Paid	Paid	Not Paid	Legislative Chair(s) - Paid
Annual Leadership Conference	Not Paid	Paid	Paid	Persons designated by the Board as budget permits

The President-Elect may attend one state conference in an adjoining state to gather ideas and resources for MSNA conference as approved by the Board of Directors and as budget permits.

Executive Secretary may attend the State Association Executive Meeting and/or another national meeting as approved by the Board of Directors and as the budget permits.

Travel Reimbursement Guidelines Policy

MSNA shall attempt to reimburse Officers or other designated individuals for travel expenses incurred in connection with MSNA business in such a manner that the individual will not suffer, nor gain, financially as a result of such travel. Reimbursement shall be made *after* attending the event. The requester shall be responsible for submitting the request for reimbursement within 30 calendar days of the event. Submit one MSNA Travel Expense Request for each event.

Event Registration:

Plan in advance to obtain any Early Bird Rates that are offered. Fax a completed registration form to the Executive Secretary and the Executive Secretary will get you registered for the event using the MSNA credit card. Once you receive confirmation that you are registered for the event, email or fax the confirmation to the Executive Secretary.

Air Travel:

Seek the lowest fare possible. Email the following information to the Executive Secretary: Name as it appears on a Government Issued Photo ID (i.e. driver's license), date of birth, origination airport, destination airport, departure date, return date, and preferred airline/flight # and time. The Executive Secretary will purchase your ticket using the MSNA credit card. You should then receive an email confirmation. MSNA will pay for the cost of one checked bag. Submit a receipt for reimbursement. If ground transportation is selected over air transportation and the cost of the airline ticket would have been less, the reimbursement will be based on the cost of the airline ticket.

Hotel Accommodations:

When an overnight stay is warranted, MSNA will cover the cost per the guidelines listed below. If the room is not a direct bill to MSNA, submit an itemized receipt for reimbursement. Personal phone calls, movies, etc. are not reimbursed.

Board meetings – All reservations will be made directly by MSNA.

Annual State conference: MSNA will cover the entire room rate for both the President and the President-elect.

National Conference: MSNA will cover the President and the President- elect.

SNIC: MSNA will cover the room charges in full for President and President-elect.

Legislative Conference: MSNA will cover the room charges in full for President, President-elect, and Legislative Chair(s).

Meals:

Meals will be reimbursed as long as itemized receipts are provided. A copy of the conference/event schedule is also required. The maximum reimbursement (including meal tips) is \$65/day. No alcoholic beverages shall appear on submitted receipts.

Personal Vehicle:

Mileage will be reimbursed at the annual IRS approved rate per mile. Documentation (i.e. MapQuest) showing the mileage from the origination to the destination is required. Mileage is not reimbursed for travel to state conference. When traveling by air, MSNA will pay mileage from your home or work location to the airport, whichever is less. MSNA will also reimburse travelers for long-term parking with a receipt.

Unallowable Expenses:

Tips for non-meal services are a personal choice and will not be reimbursed. This includes, but is not limited to taxis, bellhops, luggage handlers, etc. Alcoholic beverages, snacks (food/drink), entertainment, fines, traffic tickets, gifts, phone calls, expenses incurred by an accompanying guest, and other items for personal use will not be reimbursed.

Social Media Policy

As MSNA continues to help school food service staff make the right food choices, together, establishing a presence in online, a social media community is a helpful tool in communications now and into the future.

The advantage of social media and online networking are the inexpensive cost, rate of speed and control over dispensing MSNA communications.

This program defines:

- 1) Online network
- 2) Objectives for use
- 3) Authority and access
- 4) Content

Online Networks: The established networks MSNA has initiated are:

- Facebook www.facebook.com

Objectives: The primary objective of the MSNA Facebook page is to drive Internet traffic to the MSNA website by updating MSNA membership and board members on general logistics and news.

Authority and Access: The MSNA Executive Secretary will have the primary access and will distribute administrative access as needed. Content will not be posted without the consent of the MSNA President and/or the MSNA Vice President.

Login access is linked to the MSNA yahoo account: moschoolnutrition@yahoo.com

Content: includes but is not limited to:

- Introduce or announce changes in logistics for conferences and events
- Repost approved content from the MSNA website in order to direct traffic back to the website
- Approved messages from the MSNA President and/or MSNA Vice President
- Repost items of interest from the SNA website

Execution: MSNA board members will play a pivotal role in the initial development of the social network. Board members will be asked to *like* MSNA on Facebook.

Note: Due to the objective nature of messages and content, posting functions and user comments will be prohibited on the MSNA Facebook page.

Record Retention & Document Destruction

The Missouri School Nutrition Association (MSNA) shall retain records only for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. All records and documents are covered in this policy including paper, electronic files (including e-mail), presentations, videos, text messages, social media, website, database and voicemail records regardless of the form and nature of the document and where the document is stored, including network servers, "cloud services," desktop or laptop computers, handheld computers, cellphones, smartphones, PDAs, tablets and other wireless devices with messaging or document handling capabilities.

MSNA staff, members, volunteers, officers, members of the board of directors, committee members and vendors are required to honor the following rules:

- a. Paper or electronic documents indicated as preserved under the periods for retention in the following section will be transferred to and maintained by MSNA at its headquarters office;
- b. All other paper documents will be destroyed after the period of their current use, and in any case within three years;
- c. All other electronic documents will be deleted from all computers, devices, databases, networks, servers and back-up storage after the period of their current use, and in any case after one year;
- d. No paper or electronic documents will be destroyed or deleted if related to any ongoing or anticipated government investigation or proceeding or private litigation (including but not limited to any time that MSNA receives a document preservation request in connection with pending or anticipated investigation or litigation);
- e. No paper or electronic documents will be destroyed or deleted if required to comply with applicable government auditing standards; and in accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, SNA shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department/agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, any document purging must stop.

In order to eliminate accidental or innocent destruction, MSNA has adopted the following document retention requirements:

MSNA Records Retention Schedule

	<u>Retention Period</u>
Accounts payable ledgers and schedules.....	7 years
Accounts receivable ledgers and schedules.....	7 years
Audit reports of accountants.....	Permanently
Bank reconciliations.....	3 years
Cash books.....	Permanently
Charts of accounts.....	Permanently
Checks (canceled, but see exception below).....	7 years
Checks (canceled for important payments, i.e., taxes; purchases of property; special contracts; etc. Checks should be filed with the papers pertaining to the underlying transaction.).....	Permanently
Contracts and leases (expired).....	7 years
Contracts and leases still in effect.....	Permanently
Correspondence (routine) with members, customers, or vendors.....	2 years
Correspondence (legal and important matters only).....	Permanently
Duplicate deposit slips.....	5 years
Expense analyses and expense distribution schedules.....	7 years
Financial statements (end-of-year, other months optional).....	Permanently
General and private ledgers (and end-of-year trial balances).....	Permanently
Insurance policies (expired).....	3 years
Internal audit reports (in some situations, longer retention periods may be desirable).....	3 years

	<u>Retention Period</u>
Invoices to members and customers.....	7 years
Invoices from vendors.....	7 years
Journals.....	Permanently
Minutes of directors and committees, including by-laws and charter.....	Permanently
Tax returns and worksheets; revenue agents' reports and other documents relating to determination of income tax liability.....	Permanently
Vouchers for payments to vendors, employees, etc. (Includes: allowances and reimbursement of employees, officers, etc. for travel and entertainment expenses.).....	7 years

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Amended version of SNA's Record Retention and Document Destruction Policy

Appendices

Conflict of Interest, Confidentiality, Competition and Disclosure Statement

Region Map

Regional Meeting Instructions

Regional Meeting Registration Form (Request Word Document from Executive Secretary)

Travel Expense Request Form



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**MISSOURI SCHOOL NUTRITION ASSOCIATION
BOARD MEMBER STATEMENT REGARDING
CONFLICT OF INTEREST, CONFIDENTIALITY, COMPETITION AND DISCLOSURE STATEMENT**

I have been elected/appointed to serve on the Board of Directors of the Missouri School Nutrition Association (MSNA).

I understand that my sources of income and financial interests and/or my business dealings with MSNA may create a conflict of interest or apparent conflict of interest.

I understand that as a Board Member that I cannot endorse a product(s) of one of our industry partners nor shall I appear in any advertisements or industry articles featuring endorsement of any product, company, service or industry-contributed articles featuring endorsement of any product, company service or industry during my term of office. As a Board Member of MSNA, I shall refrain from appearing in industry advertisements/ promotions and never work in an exhibitor booth during any MSNA meeting.

Exception: *Industry Partners Committee Chair is exempt from this provision.*

I agree not to serve on advisory boards that have publications, trade shows or other events that compete with MSNA for advertisers, exhibitors or sponsors.

Exception: *Industry Partners Committee Chair is exempt from this provision.*

I agree to disclose any significant source of income or other financial interest I or an immediate family member has which may be directly or indirectly affected by a decision of MSNA and/or its Board of Directors, and/or any significant interest I or an immediate family member has in an organization which MSNA is dealing or with which it is considering conducting business, either at the time of my appointment/election (or when this policy is implemented) or when that information is relevant to matters under consideration by the Board of Directors on which I serve.

I agree that if my income or other financial interest may be directly or indirectly affected by an action or decision of MSNA or its Board of Directors, or my interest involves an organization with which MSNA is dealing or considering dealing, I will not vote on the transaction under consideration and will excuse myself from the meeting while the matter is under consideration unless the remaining Board Members request that I participate in the discussion.

I understand that it is my responsibility to update this information if there are changes in the sources of my income, my other financial interests, organizations with which MSNA is considering business, and/or the impact of MSNA's actions may have on these interests.

I understand that if I have questions regarding a potential conflict of interest that I should confer with the President.

I further understand that the information that I provide in this statement may be provided to other members of the Board of Directors and/or officers of MSNA.

I further understand that in the course of my duties on the Board of Directors, I will have access to confidential information about MSNA's operations. I agree that during and after my service on the Board, I will not disclose any such information to any person or entity, other than the officers, agents and employees of MSNA, except as MSNA specifically authorizes or directs me in writing. I will observe any requirements or procedures that MSNA may require for the protection of the confidentiality of such information. I understand that any questions as to what information is confidential will be referred to, and resolved by, the President of the Association.

Date

Signature

Missouri School Nutrition Association





In accordance with the MSNA Board Policy the Regional Directors are responsible for coordination and presiding at a Regional meeting.

Goal: Increase awareness of SNA/MSNA as an organization as well as the profession growth opportunities of membership at both a state and national level. i.e. grow member and Regional participation at a state and national level.

Budget: Expenses will be reimbursed up to \$300 from MSNA to help offset the meeting cost. Expenses beyond the \$300 will need to be covered by sponsorship or district/program donation. All registration fees collected will be submitted to MSNA.

Suggestions for Getting Started

Identify a location for the meeting and date availability

- Choose a meeting topic
 - Secure Speaker
- Secure meeting location
- Notify Executive Secretary on the meeting date, topic & speaker;
 - Executive Secretary will post the meeting information on the MSNA website
 - Remember to provide the Executive Secretary with updated information as necessary
- Arrange for meeting hospitality – i.e. refreshments
 - Decide if you are having snack foods or dinner.
 - Possible donations or in kind services to offset
- Consider contacting a food broker/ manufacture rep for sample products
- Local High Schools Culinary arts class
- Grocery supplier
- Local Chef
- School Cafeteria Cater
 - Budget for any out of pocket expense related the hospitality
- Create a meeting flyer-include the MSNA logo on the flyer
 - Include the **who, what, when, where and cost** along with reservation deadlines
 - Are you asking people to pre pay or provide a reservation list of names of those attending?
 - **SNA members attend this meeting FREE of charge \$00.00** – they will need to provide their SNA membership # on the registration sheet
 - **Non-member fees \$22.50.** This will cover the registration and their 1 year membership to SNA. Please be sure and have them complete the SNA membership enrollment and

submit with the registration. If they are paying at the door, copies of the membership form should be on hand for their completion.

- Confirm your speaker and their presentation needs
 - Speaker fees are handled at the Regional level - maximum reimbursement for the meet through MSNA is \$300
- Confirm the hospitality and set up requirements
- Create CEU certificates if appropriate and print (template can be requested from Executive Secretary)
- Print copy of MSNA Annual Conference Certificate
- Prepare your speaking points- welcome, talking points, introductions & thank you!
 - Reminders to apply for MSNA Scholarships
 - Drawing for MSNA Annual Conference Registration (does not include lodging; can be obtained from Executive Secretary)
- Day of the Event
 - Check presentation area
 - Sound equipment
 - I.T/Power Point –network connections
 - LCD projector
 - Sign in table and roster sign in sheets
 - Distribute tickets for Conference drawing
 - If CEU's are awarded have preprinted certificates for distribution
 - SNA membership applications (attendees paying \$22.50)
 - Name Tags
- You might decide to have these preprinted using your registration information
 - Hospitality

Wrap up

Prepare an accounting of the event and send to the Executive Secretary.

- Number of attendees with supporting rosters (includes SNA membership #);
- \$22.50 attendees completed SNA application with payment;
- Length of meeting-presentation;
- Income & Expenses report;
- Report to MSNA Board- meeting success and any chapter news as requested;
- Report to the Executive Secretary the Conference Registration's winner's name.

Please remember that you are not in this alone and have the support of the MSNA Board should you need assistance along the way. The above outline is mere a suggestion on some of the details that you might want to consider in your planning processes. The final decision and discretion for such is left in your capable hands.

20XX REGIONAL WORKSHOP REGISTRATION FORM

District _____ Region Attending _____

Contact Person _____ (for question, cancellation, etc)

Work Phone _____ **Cell Phone** _____

Registration Fees are non-refundable. Members FREE, Non Members \$22.50

Mail to: Regional Director Information

Check (Payable to MSNA), Purchase Order, or Credit Card Information must be submitted.

Check or Purchase Number (If P.O. attach a copy) _____

Credit Card No. _____ **Expire** ____ / ____

Name on Card _____

Signature



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MSNA Travel Expense Request Fillable Form

Traveler's Name: _____

Address: _____

City, State, Zip: _____

Signature of Traveler: _____ Date: _____

Purpose of Travel: _____

Date: _____

Destination								Total
Event								
Auto Miles								

	Total						
Air Travel							
Baggage							
Parking/Tolls							
Taxi/Shuttle							
Hotel							
Breakfast							
Lunch							
Dinner							
Other (itemized)							
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Receipts or documentation (i.e. MapQuest) for all expenses must be included for reimbursement. Maximum meal reimbursement is \$65/day. See MSNA Travel Reimbursement Guide for more information.

Auto Mileage Total: \$ \$0.00

GRAND TOTAL: \$ \$0.00

Signature of
Approving Officer: _____

Date Paid: _____

Check Number: _____

Amount Paid: \$ _____

— For Internal Use Only —

AUTO MILEAGE is reimbursed at \$0.575 per mile.

Charge Code: _____

Form Revised January 1, 2020

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