**Section Chair**

*Each Section Chair shall be a member of their respective section of the Association and shall serve one (1) year as an elect and two (2) years as Chair.*

1. Foodservice Employee/Manager Section. Composed of school nutrition personnel assigned to one school, and/or school nutrition personnel who have responsibilities 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.
2. Administrative and Supervisory Section. Composed of school nutrition personnel who are responsible for administration and/or supervision of nutrition programs in more than one school within the district or state. Also composed of personnel who are responsible for college nutrition programs or who is nutrition, dietetics, or foodservice related faculty in vocational-technical schools, community colleges, four year colleges or universities, or internship programs.
3. Director Section. Composed of school nutrition personnel who serve as District Director, Major City Director or Assistant Director of the school nutrition program in a county, territory or other region as defined by the State.

Voting for the office of Section Chair shall be limited to the membership of that section. Elections shall be held on the following schedule:

**Odd Years:** Foodservice Employee/Manager Chair

**Even Years:** Administrative/Supervisory Chair & DirectorChair

**Responsibilities of Section Chairs**

Section Chairs represent the interests of a particular section or group of school food service professionals, and they also work in that section.

1. Promotes the Association’s Plan of Action and Strategic Plan.
2. Serves as a member of the Executive Committee, Nominating Committee and Finance Committee.
3. Promotes running for FSNA Board of Directors office to members.
4. Initiates, implements, evaluates, and/or coordinates studies or projects with the state Association that pertain to their section of workers.
5. Expresses views of section when evaluating and/or voting on issues.
6. Provides leadership, support, technical assistance, and resource lists and/or materials to members.
7. Promotes membership in the Association within the section.
8. Provides recommendations to the President-Elect for appointments to committees and advisory boards. This is an important component of this position.
9. Attends the SNA Annual National Conference after completion of the first year in office to represent FSNA on the SNA Delegate Assembly. FSNA provides reimbursement for expenses based on the annual budget.
10. Section Chairs are responsible for writing short articles for the FSNA Journal. Guidance on the topic is provided by the FSNA Staff.

**Section Chair-Elect**

**Responsibilities of Section Chair-Elects**

The *Elect* position serves as a training period to prepare section chairs to serve on the board of directors.

1. Studies the duties and responsibilities of the Section Chair.
2. Section Chair Elect for one (1) year, then Section Chair for two (2) year term.
3. Promotes the Association’s Strategic Plan and President’s Initiatives.
4. Assists Section Chair in promoting membership in the association.
5. Assists Section Chair in providing leadership and support.

**Section Chairs’ Calendar**

**August/September**

1. Attends face to face Board Meeting. Travel expenses reimbursed by FSNA.
2. Participates on the Conference Planning Taskforce.

**October/November**

1. Attends FSNA annual conference and House of Delegates. Section Chairs are expected to seek district financial support for attending the FSNA conference as this expense is not covered by FSNA.
2. Assists with the Take a Chance Auction (TAC) or volunteers at registration desk at the Annual Conference.
3. Attends Board meetings and Strategic Plan review sessions if they are scheduled.

**January/February**

1. Attends the regular winter online Board Meeting.
2. Surveys section members and recommends qualified individuals to the President-Elect for appointment to state committees.
3. Participates on the LEAD Summit planning taskforce or Leadership Training taskforce.

**April/May**

1. Actively participates on the nominating committee and sends nominations for all state officers, Director-Elects, and Section Chairs to the Chair of the Nominating Committee by April 15.
2. Serves on the FSNA Annual Conference planning taskforce. This is an important role for all three section chairs.

**June/July**

1. Attends FSNA Leadership Training. Travel expenses covered by FSNA.
2. Attends SNA Annual National Conference after completing first year of service.

**Section Chair-Elects**

The Section Chair-Elect serves a one (1) year term and succeeds to the office of Section Chair on August 1 of the following year; or in the case of vacancy in that office and serves until the end of the third year after that vacancy occurs. The responsibilities of the Section Chair-Elect are the same as those of the Section Chair with the exception of attending the SNA Annual Conference and the “Elects” do not vote.