



CHAPTER PRESIDENT

Techniques and Strategies for a Successful Year

Your Role as Chapter President

- ▶ Serve as Board Chair – Set the Agenda
- ▶ Ensure Board Fulfills its Responsibilities
 - Monitor Finances
 - Assess and evaluate programs/activities
 - Plan for the Future
 - Monitor adherence to policies
 - Legal compliance (laws, tax-exempt status, tax filings, government reporting)
 - Maintaining governance documents (Bylaws, Articles of Incorporation)



Your Role as Chapter President

- ▶ Consensus Builder and Facilitator

- ▶ Motivate and Inspire
 - Membership
 - Member Involvement
 - Non-members

- ▶ Promote the Association
 - To School Food Service
 - To Administration, Faculty, Parents, Community

- ▶ Create and Communicate FSNA Plan of Action



Board Meetings

- The Agenda
- Prepare and distribute agenda prior to the meeting. Ask Board Members if they have items they would like to have included.
- Limit the number of items based on time available.
- Allow for enough time to discuss each item.
- Move committee reports to the end. Unless the Committee is working on a special project – like LAC.
- Routine items, like minutes, can be grouped together and passed in one motion through the consent agenda. However, any board member can request an item be considered separately.
 - What is non-controversial to one person might not be to another.



Board Meetings

The Meeting Itself – The President should....

- Start and end on time.
- Have brief Introductions (if members don't already know each other).
- Stick to the agenda—stay on task. Keep Board Members on track. Remind guests they are observers.
- Allow for breaks if necessary, but return on time.
- Discourage sidebar discussions suggest leaving the meeting for, if necessary.
- Summarize the discussion if it has been a long and complicated one and if a vote must take place.
- Remind members of time limitations.
- Ask for input from all members



Board Meetings

Minutes

- Minutes are a legal record of the meetings.
- Do not need to include the names of the individuals who made or second a motion.
- They are not a complete record of entire conversation. Two to three lines of summary is generally enough.
- Minutes should be a fair and accurate representation.
- No audio recordings should be kept once the minutes are approved.
- Secretary should complete minutes and send to the Board in a timely manner.
- The minutes are approved at the next Board meeting.



Board Meetings

Motions

- “I move that...”
- Needs a second—without one, the motion dies.
- Chair repeats the motion. “Any discussion?”
- After discussion repeat the motion and call for vote.
- Motion either passes or does not pass or gets tabled.
- Only one motion on the floor at a time.



Board Meetings

Wrapping Up

- Review assignments/deadlines.
- Set the date/time for the next meeting.
- Thank members for attending and participating.



What Spells Success for You?

- ▶ You Earn the Respect of the Members.
- ▶ You Complete the Chapter Initiatives in the Plan of Action.
- ▶ Increase your Membership by 10%
- ▶ Successful Projects
- ▶ Other Measures



Success as a President Means to Me...

- _____
- _____
- _____
- _____
- _____
- _____



I Would Like Our Chapter to...

- _____
- _____
- _____
- _____
- _____
- _____



Specific Goals

- _____
- _____
- _____
- _____
- _____
- _____



Making It Happen

- ▶ Share Your Vision/Communicate Your Plan
- ▶ Get Members Involved
- ▶ Ask Members and Board Members to assist
- ▶ Be Specific
- ▶ Provide training and support
- ▶ Check in regularly



Helping Volunteers Succeed

- ▶ Tell them what to do
- ▶ Show them what to do
- ▶ Let them try
- ▶ Observe their performance, and offer positive feedback then
- ▶ Praise their progress, or redirect



Easy Ways to Engage Members

Ask Them to:

- ▶ Serve on the Event Planning Committee
- ▶ Get raffle prizes
- ▶ Find an SNA Webinar for everyone to watch
- ▶ Bring decorations or refreshments
- ▶ Update the chapter's Facebook page



Resources for Chapters

- ▶ Your Region Director
- ▶ FSNA Committee Members from your Region
- ▶ FSNA Board Members
- ▶ FSNA Staff: Toll-free at 1-800-878-1832
- ▶ FSNA Website: www.floridaschoolnutrition.org
- ▶ SNA Website: www.schoolnutrition.org
- ▶ FL Dept. of Ag.: www.freshfromflorida.org
- ▶ USDA: www.usda.gov

