

**MARYLAND SCHOOL NUTRITION ASSOCIATION  
DUTIES AND RESPONSIBILITIES OF  
SPECIFIC EXECUTIVE BOARD COMMITTEE**

**Certification and Credentialing Committee**

Purpose – To keep members informed on certification and credentialing procedures and up-to-date on any changes.

Responsibilities:

1. Continue to update local certification Chairpersons on any changes made by SNA in administering the program.
2. Keep local chapter certification Chairpersons informed on how to keep their records on locally qualified programs.
3. Prepare and present a report of current activities at all Executive Board meetings.
4. Prepare and present written annual report of year's activities at annual House of Delegates.
5. Present awards at the MSNA convention for those who were certified or credentialed for the first time during the previous year.
6. Promote certification and credentialing programs to local chapters.

Activities:

1. Prepare and deliver presentation for annual chapter meeting at state convention outlining chapter responsibilities regarding certification.
2. Participate in the Awards Ceremony at the MSNA Convention.
3. Develop and send letters annually to local superintendents to keep them aware of certification and promote recognition of certified members.
4. Work with President Elect to approve credits for the Leadership Training Workshop.
5. Work with the Education Committee Chairperson to approve credits for the Education Workshops.
6. Work with the Legislative Committee Chairperson to approve credits for the Legislative Workshop.
7. Work with the President Elect to approve credits for the Annual Convention.

## **CERTIFICATION AND CREDENTIALING PROGRAMS**

The certification and credentialing programs have been developed by the School Nutrition Association. They have been planned to meet specific professional development needs of school food service personnel.

For further information about certification or credentialing visit SNA's website ([www.schoolnutrition.org](http://www.schoolnutrition.org)) or call SNA at toll free 1-800-877-8822.