

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

**Membership and Affiliation Committee**

Purpose – To encourage and promote membership in the State and National School Nutrition Associations, including promoting awareness of the association’s activities and the benefits of membership.

Responsibilities:

1. Talk directly with each chapter president to determine the chapter’s plans to encourage and promote membership and what resources the chapter may need to accomplish this objective.
2. Help start new chapters in counties where none exist and work with local leaders to promote affiliation with the MSNA.
3. Recognize chapters with membership awards at the annual MSNA convention.
4. Give a status update report at each Executive Board Meeting, and prepare and present a written report of the year at the annual House of Delegates meeting.

Activities:

1. Chair the Membership Committee (which includes chapter membership chairs) and hold meetings to plan membership activities, including visits to chapters.
2. Plan and implement membership drives including incentives that will increase the number of members in the State and National associations.
3. Visit, write to and speak on the phone with interested people in counties where no local chapter exists. Give them information about the benefits of belonging to the Association and provide them with materials they will need to form a chapter.
4. Establish a numerical goal for new members at the beginning of each fiscal year.
5. Determine chapters and schools that are to receive 100% membership awards and coordinate with the Executive Secretary to see that these awards are ready to present at the annual MSNA convention.