

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

President-Elect

Purpose – To assure continuity in leadership of the Association and to provide for a smooth transition into the office of President.

Responsibilities:

1. Serve for one year. At the close of the year in office, after election, automatically become President. Succeed to the office of President in the case of vacancy in that office and then serve as President until the term of office to which elected is completed.
2. Serve as a member of the Association's Executive Board and House of Delegates.
3. Serve as delegate to the House of Delegates of the SNA.
4. Serve as Chairperson of the Program Committee for the Annual Convention. (See appropriate description for duties and responsibilities.)
5. Perform the function of the office of President in his/her absence.
6. Attend all Executive Committee and Executive Board meetings of the Association.
7. Prepare to assume the office of President.
8. Serve as a member of the Budget Committee.
9. Serve as Chairperson of the Sunshine Committee.
10. Represent the Association as requested by the President.
11. Fulfill other duties as requested by President.
12. Prepare and present appropriate reports to the Executive Board and House of Delegates.
13. Before being installed as President during the MdSNA annual convention, arrange to go to the bank with the current President to update the signature cards for the association account(s). The current President will have his/her name removed from the account(s) and the incoming President's name added.

Activities:

1. Chair the Convention Committee and hold meetings with its members to see that all Annual Convention activities and arrangements are coordinated
2. Appoint Chairperson of Standing Committees preceding the joint meeting of the outgoing and incoming boards.