

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

**Vice President**

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

Responsibilities:

1. Serve for one year. At the close of the year in office, after election, automatically become President-Elect. Succeed to the office of President-Elect in the case of vacancy in that office and then serve as President-Elect 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. Work with the Membership Committee Chair on activities concerning membership.
4. Serve on the Convention Committee
  - a) Review with the Convention Chair the arrival arrangements that are planned for the general session main speakers.
  - b) Coordinating with the Convention Chair, make arrangements for all general sessions speakers at the convention including getting them to/from their hotel if needed, make arrangements on how they will get to all convention activities included in their registration.
5. Serve as a member of the Budget Committee.
6. Attend SNA Leadership Workshop.
7. Plan and conduct MdSNA's Annual Leadership Training Workshop for affiliate chapters with assistance from the President-Elect using information from SNA's annual plan and the Maryland Plan of Action developed for the coming year.
8. Represent the Association as requested by the President.
9. Prepare and present appropriate reports to the Executive Board and House of Delegates.

10. Assist President as requested in following up with chapters that have not provided Chapter President's Quarterly Update (due one week before each Executive Board meeting).

11. Fulfill other duties as requested by the President.

Activities:

1. Attend all Executive Committee, Convention Committee and Executive Board meetings of the Association.
2. Work with the Membership Committee Chair to plan membership activities, including visits to chapters.