



## **Request for Proposals- Executive Director**

The School Nutrition Association of Oklahoma (SNAOK) is seeking an individual or association management company to serve as the Executive Director and represent SNAOK in the school nutrition community. The executive will have the responsibility for the execution of and adherence to all the policies set forth in SNAOK's bylaws or as may be established from time to time by the Executive Board, implementation of all SNAOK programs and events, and oversight of SNAOK's financial structure. The executive is an independent contractor and reports directly to the Executive Board.

### **About the School Nutrition Association of Oklahoma**

SNAOK is an affiliate of the School Nutrition Association (SNA). SNA is headquartered in Alexandria, Virginia and represents 58,000 school nutrition professionals around the country. SNAOK represents 1,000 Oklahoma school nutrition professionals, including school employees and school-related vendors. SNAOK is governed by an Executive Committee of four elected officers and an Executive Board ("Board") of 20 appointed directors and committee chairs.

### **Mission Statement:**

The School Nutrition of Oklahoma is an association of food services professionals dedicated to educating its members and students we serve about the importance of good nutrition. We represent and support all facets of providing quality child nutrition programs.

### **Relationship to Other Related Organizations**

SNAOK works closely with the Oklahoma Department of Education Child Nutrition Programs, Oklahoma Department of Human Services Commodity Distribution Program, and American Commodity Distribution Association (ACDA). Many SNAOK members are employees of Oklahoma public schools.

### **Description of Meetings and Conferences**

The SNAOK Board holds a Board Retreat each fall, and other meetings as needed. SNAOK hosts an Annual State Conference, State Leadership Conference, and Commodity Show/Meeting. SNAOK members also may attend SNA Annual National Conference, National Leadership Conference, School Nutrition Industry Conference, Legislative Action Conference, State Executives Meeting, and ACDA National Conference.

## **Term of Contract**

The term of the first-year contract shall end October 31, 2020, and can be renewed annually. Contracts will generally run November 1 - October 31.

## **Scope of Services**

### **General Administrative Support**

- Provide continuity of leadership from year to year
- Provide a headquarters for telephone, fax, email and mail contact by members, prospective members, and others.
- Provide a designated telephone line with voicemail.
- Answer or refer all inquiries within three business days.
- Provide a fax number for SNAOK use.
- Maintain central files and provide storage of materials, including insurance policies, and non-profit status.
- Maintain the confidentiality of all records, files, rosters, and statistical data, which shall not be distributed without prior approval of the Board.
- Assist SNAOK to comply with all applicable state and federal laws.
- Respond to Board member, committee chair and general member requests.
- Maintain the bylaws document.
- Maintain policy and procedure manual as it is developed.
- Produce and distribute the annual Director/Supervisor Directory.
- Act as a liaison with the School Nutrition Association as needed.
- Develop and present annual Board and Committee Chair orientation program.
- Maintain backup SNAOK data, including accounting software.

### **Membership/Certification Services**

- Act as liaison with SNA concerning all membership and certification duties as needed.
- Maintain membership, certification and credential data as supplied by SNA.
- Distribute information on membership, certification, and credential to membership as requested.
- Assist Membership Chair to develop an email campaign twice a year to Oklahoma school districts, contacting expired memberships and soliciting new members.

### **Meetings and Conferences**

- Create, mail, process and invoice registrations for all approved conferences to include Executive Board Retreat, Commodity Show/Meeting including vendors/sponsors, State Leadership Conference including vendors/sponsors, Annual State Conference including vendors/sponsors
- Attend all state conferences, state executive board meetings, the national meeting of state executives, and National Leadership Conference
- Coordinate printing name badges and all materials related to conferences

- Create RFP in coordination with Conference Steering Chair/Committee for potential hotel/conference locations for all state conferences
- Maintain a conference file with potential speakers and availability of sites which may have the capacity of holding conferences
- Assist with logistical assistance for the Annual National Conference, School Nutrition Industry Conference, American Commodity Distribution Conference, Legislative Action Conference, National Leadership Conference, and the Annual National Convention.
- Assist with all other conferences as requested
- Assist in board meeting agenda development, mail/email notices for board meetings, arrange the site for board meetings
- Attend or provide appropriate staff support for general Board meetings, and maintain a record of the actions taken at the Board meetings and at other official meetings of SNAOK
- Assist Secretary to prepare and distribute minutes of meetings as directed within ten working days of the meeting
- Negotiate all hotel contracts, provide appropriate information to the meeting Chair.
- Work with meeting Chairs on guarantees and other issues as needed.
- On-site management of all conferences

#### **Annual State Conference and State Leadership Conference**

- Assist with the following
  - Agenda, Schedule of Activities
  - Rooming list
  - Speaker contracts
  - Food and beverage guarantees
  - Order awards and ribbons as needed
  - Tour and visit conference location at least one year prior to the conference and as needed during the year.
  - Conference program to include: exhibitors, awards ceremony, evaluation form, and continuing education approval form
  - Manage the registration desk on the first day of the conference,
  - Create and mail the House of Delegates agenda and instructions for Annual Conference to current Board, delegates, and all past state presidents

#### **Newsletter**

- Act as co-editor of the SNAOK monthly newsletter, The Surrey
- Gather information from membership to include in the newsletter
- Assist with creation and distribution of The Surrey
- Sell advertising, manage ad schedule and invoice ads as necessary, including maintaining appropriate records for tax purposes
- Write articles for The Surrey as needed

#### **Financial**

- Manage the finances of SNAOK in accordance with appropriate accounting rules and SNA guidelines.
- Keep records for IRS filing and coordinate filing with an accounting firm or file with IRS.
- Assist Secretary/Treasurer in coordinating year-end financial audits with the approved accounting firm.
- Process approved invoices for payment from allotted funds.
- Process deposits and record all income appropriate funds.
- Manage all investments and contracts of SNAOK as established but the Board, and make recommendations to the Board regarding investments and contracts.
- Prepare financial reports as required by Board and SNA for dissemination at all Board meetings, and upon request.
- Assist President in the development of annual budget and monitoring of the budget.

#### **Web site management**

- Act as co-webmaster for SNAOK's website, [www.snaofok.org](http://www.snaofok.org)
- Provide maintenance and update for the web site in a timely manner as supplied by SNAOK.

#### **Qualifications**

- Self-motivated to work independently with limited direction or supervision
- Ability to manage multiple priorities
- Problem-solving ability, offering creative solutions, open to new ideas
- Strong people skills, work well in collaboration with others
- Exercise good judgment with a professional attitude and appearance
- High standards of quality with attention to detail
- Excellent communicator, strong writer, and effective listener
- Positive outlook, outgoing personality, friendly and engaging
- Experience with school nutrition programs desired, but not required
- Proficiency with Microsoft Office or Google Apps, accounting software and other applicable software

#### **Information Requested of the Applicant**

- Cover letter indicating expression of interest and offering suggestions regarding how you would help SNAOK succeed.
- Professional resume. Experience in school nutrition, accounting, association management and/or event planning is preferred.
- A list of at least three professional references, along with their contact information.
- Compensation requirements.
- Material requirements, such as a computer, printer or other items needed to conduct the SNAOK business.

#### **Timeline**

The following timeline will apply to this process

Initiate RFP	December 6, 2019
All resumes and proposals due	January 2, 2020
Initial screening of proposals by search committee	January 6-10, 2020
Interviews or other screening by search committee	January 13-24, 2020
Selection and negotiation of contract specifics	January 28, 2020
Formal start date	February 3, 2020
If the timeline changes, the search committee will keep you apprised.	

Proposals to be submitted to both Krista Neal at [kneal@stillwaterschools.com](mailto:kneal@stillwaterschools.com) and Helen Hurst at [hhurst@bixbyps.org](mailto:hhurst@bixbyps.org). Questions must be submitted in writing to both Krista and Helen.