

**PRESIDENT**

1. Upon installation of Office, make short acceptance speech of acceptance, Adjourn conference
2. Provide Regional Director of SNA a list of newly elected officers in a timely fashion
3. Preside at all meetings of the School Nutrition Association of Utah including any Presidency , Area, Executive Board, House of Delegates and/or any other meeting deemed necessary.
4. Work with presidency in outlining dates, programs and places where meetings will be held, include dates in the Conference Book, SNAU website and announce scheduled dates as part of Leadership training.
5. Prepare an agenda for executive board meetings and e-mail to members prior to scheduled meeting.
6. Use parliamentary procedures in all executive board meetings
7. Responsible for building and manning USBA and PTA booths
8. Serve as the official representative between the State Association (SNAU), the Chapter Affiliates and the national School Nutrition Association (SNA).
9. Represent the State of Utah at the SNA Annual National Conference and the House of Delegates
10. Represent the Sate of Utah at the SNA Legislative Action Conference
11. Appoint an alternate (Vice President) to attend any conferences if unable to attend
12. Submit a report to the National Headquarters at least eight weeks prior to the SNA annual meeting to be incorporated with reports of other state associations for presentation at the House of Delegates by the President Elect of SNA
13. Review SNAU bylaws for compliance with National SNA bylaws
14. Work with Parliamentarian on any bylaw changes.
15. Able to approve expenditures up to \$200.00 without board approval.
16. Submit two articles a year, Spring/Fall, to be posted on the SNAU website.
17. Serve as Conference advisor to ensure plan of action is being followed.
18. Notify candidates for State office of their win/lose status.
19. Present incoming President with the President's pin and a commemorative gavel at the installation ceremony.
20. Submit a written annual report prior to the annual conference to be included in the House of Delegates folder by May 1<sup>st</sup>.