

*TASN CHAPTER  
LEADERSHIP HANDBOOK*



# TEXAS ASSOCIATION FOR SCHOOL NUTRITION (TASN) CHAPTER LEADERSHIP HANDBOOK

This leadership manual has been developed for school food service Chapter Leaders and TASN Area Representatives. This booklet will provide you with valuable information on the role of leadership and assist you in carrying out your official duties. It also gives information on:

- how to conduct a meeting
- parliamentary procedure
- taking minutes
- budget planning
- program planning

When your term as Chapter President has ended, pass this booklet on to the incoming President.

Included in the back section of this manual are scholarship and award guidelines and applications.

**MISSION:** Empower the community of school nutrition professionals through partnerships and education

**VISION:** TASN is the leader in promoting excellence in the school nutrition community.

**CORE VALUES:** Accountability, Commitment, Integrity, Leadership, Passion, Respect, Teamwork

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# **CHAPTER INFORMATION**

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## ***INTRODUCTION***

TASN Membership will benefit your district, your staff, and your own professional development. TASN offers a variety of benefits to members:

- Established in 1954 as the Texas School Food Service Association, TASN has over 5,800 members and is one of the largest state school nutrition associations in the nation.
- TASN hosts a variety of annual meetings to benefit all membership levels and training courses are offered year-round at TASN meetings, at local chapter events, through self-study programs, and at regional workshops. TASN also offers a state certification program for Texas foodservice professionals recognized by state and federal agencies and organizations.
- The Texas Association for School Nutrition awards several annual scholarships and awards to deserving members.
- In the ever-changing atmosphere of Texas and national politics, TASN works diligently to advocate for Texas school foodservice professionals.
- Members are subscribed to the official quarterly magazine for Texas child nutrition professionals, TASNews.
- The Career Center is a comprehensive online career resource dedicated to empowering our Members and Industry Partners in career development.

## ***TASN Membership Benefits***

- Utilize talents and skills through training
- Advance professional interests and goals.
- Gain appreciation and recognition.
- Exercise leadership.
- Build friendships.
- Have a good time.
- Support child nutrition in the district while maintaining and improving the health and well-being of children.
- Be of service to others.
- Be part of a worthwhile cause.
- Be Involved – Join the Many Voices Speaking Together!
- Opportunities at the state conference and meetings to:
  - ❖ Learn and share experience with others
  - ❖ View new and innovative equipment and products
  - ❖ Participate in educational sessions
  - ❖ Networking
  - ❖ Certification
  - ❖ Professional Development

## ***Local Benefits of Your Chapter***

- Opportunities for input in legislative guidelines and policies that affect school nutrition programs and benefits
- Provide TASN approved training
- To exchange ideas and information with others through shared experiences.
- To participate in educational and informative programs.

- Fundraising for registration to TASN events, Local Scholarships, and Community Outreach
- To relax and enjoy fun and fellowship with child nutrition friends.

## **SNA**

The School Nutrition Association is a national, nonprofit professional organization representing more than 58,000 members who provide high-quality, low-cost meals to students across the country.

SNA (formerly ASFSA) was organized in 1946 when the school meals program was officially recognized and implemented through the National School Lunch Act of 1946.

## **TASN GUIDELINES FOR SETTING UP A CHAPTER**

- Members within an area, who are employed in an eligible field, may form a chapter. Chapters may consist of members from multiple districts within an area.
- A chapter may be organized with six or more members by making application to TASN. If the chapter falls below five members, the chapter shall lose chapter status and members will become members-at-large.
- The chapter shall submit their chapter name to TASN office. All members of a chapter shall be members of TASN.
- A chapter shall elect its own officers, hold meetings, and write its own bylaws subject to review. A chapter shall submit an Application of Affiliation and must be approved and signed by the President and Secretary/Treasurer of the applying chapter.
- A chapter applying for affiliation shall send its bylaws to TASN.
- The chair of the OAC shall review them for conformation with TASN bylaws.
- Approved chapter bylaws will be signed by the TASN OAC chair and the TASN President.
- A chapter which has become inactive may reorganize by re-applying for affiliation under the conditions stated above.

## **BYLAWS**

The Bylaws of your Chapter should fit like a comfortable pair of shoes. The fit should be snug enough as to not cause problems with rub, but flexible enough to give you the freedom that only your most comfortable pair of shoes can give.

The purpose of the Bylaws is to relate the fundamental structure, composition, and functions of the organization. The Bylaws include the rights and obligations of members and officers whether present or absent.

Bylaws should be consistent and are best arranged in outline form. “Many organizations keep their Bylaws simple and brief by including only essential provisions and supplementing them with adopted procedures. The best Bylaws are those which are written to meet the needs of the particular organization.”

“Bylaws should not contain procedural rules on how to transact business; such rules properly belong in Standing Rules.”

The following are characteristics of Bylaws.

- Bylaws are to be a part of the fundamental law of the organization. They are to be a permanent and continuing rule to be applied on a future occasion.
- Bylaws must be workable. It makes little sense to adopt a bylaw where the results are unenforceable, or the process is unworkable.
- Bylaws must be fair and reasonable.
- Members are presumed to have knowledge of the bylaws. Any person, who becomes a member, is bound by the provisions of the bylaws even if the member has not seen the bylaws.
- Bylaws should not include procedural rules on transacting business. These rules should be set aside in a Board Policy manual or some other instrument.

Each Chapter should have a Resolutions and Bylaws Committee. This committee should review the Chapter Bylaws each year to make certain the Bylaws are consistent with those of TASN. Changes are made in the TASN Bylaws at the Annual Meeting held at the Conference. Your committee can keep your bylaws current by reviewing any changes made in the State Bylaws that need to be made in the Chapter Bylaws.

## **LOCAL CHAPTER EXECUTIVE BOARD**

The President can make copies of information which pertains to each office and give this to each officer.

(A Suggested Format, Position responsibilities shall be combined as size of chapter dictates)

The government of the Association shall be vested in the Executive Board.

Members of the Executive Board with vote are: Elected Officers - President, President-Elect, Vice President, Secretary and Treasurer

Members of the Executive Board without vote are: The immediate past President, the immediate past Secretary, the immediate past Treasurer

The Executive Board shall have the following specific responsibilities:

- To determine the administrative policies and manage the property and business of the association.
- To make and amend Rules of Procedure, consistent with the Constitution and Bylaws.
- To elect a nominating committee as called for in local chapter Bylaws.
- To appoint a successor for the remainder of an unexpired term of an elected office that shall become vacant.
- To receive and pass upon the plans of each chair of the standing committees and authorize and direct the work of each committee.
- The Executive Board shall meet upon the request of the President. Two-thirds of the members shall constitute a quorum, and no act of the members present shall be valid or binding unless passed by the affirmative vote of the majority of the members present.

A joint meeting of outgoing and incoming board members is planned so that all materials, files, etc. can be turned over to the new officers. Select the most effective date for this important event. In some localities, it may be early fall just prior to the opening of school -- or it could be your first executive board meeting of the

year, sometime after installation. At any rate, be sure this activity is included as it often determines the effectiveness of your officers!

Keep TASN updated with of the actions of your local chapter. Please send in the updated Chapter Officers List before installation (TASN Website) and articles for the TASNews quarterly.

## **PRESIDENT**

During your year as President-elect, you had a chance to learn much about individual members, their talents and their likes and dislikes. Your term as President gives you the opportunity to put these people to work, they like best so they can do the best job. The best way to increase interest in your association is to give everyone a job to do. As soon as one meeting is over, plans for the next one must begin.

You must know parliamentary procedure. You must be able to think while acting. You must be a leader continuously looking for ways to increase interest, to increase membership and to develop long range plans for the association. You must be aware of everything that goes on and act if necessary.

The responsibility of what happens within the association rests upon the shoulders of the president. That is why your job is considered such an important leadership position.

It is the duty of the President to:

- Serve for one year, immediately following one term as President-elect.
- Be Chief Executive Officer of the Association and as such shall see that all officers and committees perform all duties assigned to them according to Chapter Bylaws.
- As Executive Board chair, present a report written in the third person at the general meetings concerning decisions and actions of the Executive Board.
- Appoint Special Committees
- Advise all committees in the planning of their work.
- Expect and demand committee members and officers to do their jobs.
- Be an ex-officio member of all committees.
- Conduct and Supervise an election for new officers as called for in local Chapter Bylaws.
- Call a meeting of the incoming officers and committee chairs prior to the first general meeting of the school year for the purpose of briefing these new officers and committee chairs on their duties and responsibilities.
- Study the local, state, and national bylaws. Review Chapter Bylaws and provide leadership for revision as is deemed necessary.
- Attend the Annual Meeting at the State Conference.
- Open and close meetings on time.
- Plan with other officers, a local *Plan of Action* for the year following the TASN *Plan of Action*.
- Keep members informed on all organizational work at the local, state, and national levels.

## **PRESIDENT-ELECT**

Serving as President-elect is a training period for the presidency. Be very observant of the happenings during the year:

Study the procedures used. Think whether improvements can be made. If so, think about how the changes can best be implemented. This is your year to plan the programs for your association. Think of things that will create the most interest. Be determined to have the best programs your association has ever had. Become acquainted with parliamentary procedure. Know it so well that you will not falter when you start presiding. Become familiar with the responsibilities and current activities of each officer and committee members.

Study the budget. Start thinking about your next year's needs and adjustments. Study the Bylaws and be familiar with all policies. Due to changes at the national and state level, local bylaws should be reviewed for amendment annually.

The President-elect is the President's right-hand man. If the President is unable to attend a meeting, the President-elect presides in his/her place. The two of you should work together consulting with each other concerning accomplishments of the Association.

Look for new ways to increase interest and membership.

Be well briefed on local, state, and national legislation; and see that members are kept informed.

It is the duty of the President-Elect to:

- Serve for one year.
- Become President automatically after serving one year as president-elect.
- Be a member of the Executive Board and Chair of the Program Committee.
- Become familiar with all the duties of the President and other officers.
- Perform the functions of the office of President when the President is absent.
- Preside when the President wishes to speak to a motion or leave the chair.
- With the help of the committee, plan all the meetings for the school year.
- Be responsible for the preparation of a yearbook that shall contain the schedule of meetings for the entire school year.
- Select the place, date, and time of each meeting.
- Preside during that portion of each meeting that is devoted to the program.

## **VICE PRESIDENT**

It is the duty of the Vice President to:

- Serve for one year.
- Be a member of the Executive Board
- Perform all duties assigned by the President
- Be responsible for refreshments and hospitality
- Be responsible for correspondence to members
- Assist with workshops



## **SECRETARY**

It is the duty of the Secretary to:

- Serve for one year.
- Be a member of the Executive Board.
- Preserve and read the minutes of all General and Executive Board Meetings.
- Record all action, but not the discussion.
- Record exact wording of every motion with the name of the person making the motion, but not the seconded, and whether the motion was carried or lost.
- Receive and answer all correspondence of the Association and shall read correspondence to the Association when called upon by the President.
- Call the meeting to order in the absence of the President and President-elect.
- Be the Chair of Tellers except when his/her name is on the ballot.
- Appoint two members who are not candidates for election to assist in counting votes.
- Notify the President of the results of an election.

## **TREASURER**

It is the duty of the Treasurer to:

Serve for one to two years.

Be aware of Sales tax and other regulations/ Laws concerning fundraisers.

Be a member of the chapter Executive Board.

Receive all funds, including local, state, and national dues and securities of the Association and shall deposit these monies in the name and to the credit of the Association.

Keep up to date the official files of the names, addresses, occupational codes of each member; zip code.

Be responsible for notifying membership for dues renewals at least one month before dues are payable.

Collect these dues and forward them to the TASN office.

Send notices of changes of addresses to the TASN office and the District Representative.

Keep full and accurate accounts of all receipts and disbursements in the books belonging to the Association.

Notify the chairperson of each committee of the amount of money budgeted for their respective committees.

Be chairperson of the Budget Committee.

Be responsible for rendering reports to the Association to include the following:

- a. Membership dues and all monies collected; expenditures and balance on hand.
- b. Number of state and local members.
- c. Number of national members.

## **COMMITTEES & CHAIRS**

President shall appoint committee chairs.

Chairs of the Special Committees are set forth in local chapter bylaws

Standing committee chairs shall be appointed preceding installation ceremony.

Special committee chairs shall be appointed as needed.

Committee responsibilities shall be combined as size of chapter dictates

## **SUGGESTED COMMITTEES:**

Certification Chair  
Devotional Leader  
Historian - Scrapbook Chair  
Legislative Chair  
Membership and Hospitality Chair  
Nominating Committee  
Nutrition Education Chair  
Program Chair  
Publicity Chair  
School Lunch and Breakfast Week Chair  
Social Chair  
Special Projects Chair

## **Financial Responsibilities**

Each local chapter is a separate Non-Profit entity and responsible for their own permit numbers, reporting and paying sales tax, and obtaining Federal Tax ID numbers.

- Set up a checking account with your local bank
- If you plan on having fundraisers you will need to apply for a Sales Tax permit contact the State Comptroller at 800-252-5555 to obtain the proper forms.
- If you have an interest-bearing checking account you will need to apply for a Federal tax ID number. Request form # SS-4 from the IRS, visit [www.irs.gov](http://www.irs.gov) or call 800-829-4933 to apply by phone

## **BUDGET**

### ***Purpose of Budget***

- Provides a tool for estimating Chapter income and expense.
- Provides a responsible plan for using the Chapter income.
- Establishes the priorities of the Chapter.
- Provides specific authorization for payment of most bills by the Treasurer.
- Corrects errors of budget estimates made in the previous years.

### ***Budget Committee***

- The Budget Committee meets for the sole purpose of determining a budget.
- Members of the committee are appointed by the President and approved by the chapter executive committee. The Treasurer is the chair of the committee.
- Have each officer and committee member submit budget requests. They should provide information to show why the funds are needed.
- Balance the budget using Chapter policies (ex. the chapter may have a policy which requires 5% of the income each year be held in a reserve fund). If it is impossible to balance the budget, the chapter must have some plan for making up the deficit.
- Prepare the proposed balanced budget and present it to the Chapter Executive Board.

## ***Budget Year***

The period of one year for which the budget is planned. It may be:

- Calendar Year (January 1 – December 31)
- The Administration Year – from installation of officers until next installation
- Fiscal Year – period for which accounts are recorded and audited
- Dues year – period in which each member remains in good standing upon payment of dues

## ***Preparation of the Budget***

### **Step One: Estimate the income for the budget year.**

- Identify all sources of income and project the amount.
- Determine the total amount (revenue) which will be available for the year.

### **Step Two: Estimate expenses for the year.**

- Have each committee and officer submit budget requests. They should provide information to show why funds are needed.
- Review these requests and estimate expenses for the year.

### **Step Three: Prepare a budget showing the projected income and the projected expenses.**

### **Step Four: Balance the budget using:**

- Chapter Association Plan of Action Priorities.
- Income and expense records from the previous year.
- Income and expense budget estimates or new budget.
- Chapter Association Policies (For example: The Chapter may have a policy which requires 5% of the income each year to be held in a reserve fund.)

### **Step Five: If it is impossible to balance the budget, the Chapter must have some plan for making up the deficit.**

### **Step Six: Prepare the proposed balanced budget and present it to the Chapter Executive Board.**

- Establish accounts and lines for budget income (examples: membership dues, fund-raiser #1, fund-raiser #2).
- Establish accounts and lines for budget expenses (examples: Speaker expenses, Officers expense, TASN Annual Conference expense, TASN Board meeting and Professional Development Sessions).
- Each Chapter should decide for itself whether it will permit the transfer of funds from line-to-line or from account-to-account. For example, if money was not used to attend the TASN Annual Conference, the Chapter needs to decide if that money can be transferred to another expense category.
- Approval of the Executive Committee or Executive Board is usually required to transfer funds from one account to another.

## ***Summary***

Good budget drafting requires that the expenses be broken down into enough detail so that the members can understand where the money is supposed to go. This will also show excessive costs.

**Sample Budget Preparation Form**

Chapter Budget

\_\_\_\_\_  
Month/Year

Revenues

Receipts

Budget

Year-to-Date

Dues	_____	_____
Fund-raiser #1	_____	_____
Fund-raiser #2	_____	_____
Fund-raiser #3	_____	_____
Other	_____	_____
Contributions	_____	_____
Total	_____	_____

Expenditures

**Expenses**

**Budget**

**Year-to-Date**

Refreshments	_____	_____
Cards/Gifts/Flowers	_____	_____
Speakers' Expenses	_____	_____
Decorations	_____	_____
Officer Expenses	_____	_____
Delegates to TASN House of Delegates Meeting	_____	_____
Delegates to TASN Annual Conference	_____	_____
Delegates to Leadership Camp	_____	_____
Outlay for Fund-raiser #1	_____	_____
Outlay for fund-raiser #2	_____	_____
Outlay for fund-raiser #3	_____	_____
Other	_____	_____
Total	_____	_____

**FUNDRAISING**

Fundraising is an important part of any local chapter activities. Not only does it help the chapter to accomplish important goals, it also provides an opportunity for members to work together and have fun.

Members will support fund-raisers better if they understand and support the expenses for which the money will be used.

Be aware of Sales tax and other regulations/ Laws concerning fundraisers.

The Goals of fundraising should be to:

- Host Meetings and Programs for Members
- Local Scholarships
- Provide assistance for officers to attend the state and national conferences. At the very least, the president of each chapter should represent the chapter at these important meetings, if able. Fund-raising activities can help pay the costs of airfare, hotel rooms, registration fees, and meals.
- Some Chapters raise money to enable as many members as possible to attend the state and national conferences. Chartering a bus can enable a large group of members to represent the chapter at a meeting. Small chapters can join with neighboring chapter and work together on fund-raising projects.

Fund-raisers are limited only by the energy and imagination of a Chapter's members. Anyone with experience with a group (church group, scouts, PTA, etc.) will have ideas on how to raise money. The important thing is to be well organized and to get as many members as possible involved.

#### Fund-raising Suggestions

- Bake Sales at Classes and training
- Table sales for local merchants at classes and training
- T-Shirts and other Apparel
- Raffle tickets for baskets, homemade items, and prizes
- Pot of gold fundraiser-sell tickets and 50% goes to winner and 50% goes to association
- Fundraising Dinner- example- Chicken Fried Steak dinner, Baked potato dinner, spaghetti dinner (ask-local stores donate food and the Chapter provides the labor)
- Pie, Cookie, Rolls, Cheese Ball Sales (Any kind of food really that can be used at a party sell very well at holidays)
- Coffee Sales through Java Joes (<http://www.javajoesfundraising.com/>)
- Cookbook Sales through (<http://cookbookpublishers.com/cookbook-publishing/fundraiser-cookbook/>)
- Car Washes
- Paint or Craft Party
- Partner with local restaurants to do a spirit night
- Partner with other local companies (bowling alleys, roller rinks, jump places, movie theaters) to do a spirit event
- Yard Sale
- Catering dinners for school events
- Coupon Books and fundraising coupon cards
- Used Shoe drive (Funds2Org)
- Frozen Cookie Dough, Frozen Pizza, Pretzels, Popcorn. There are many foods that make great fundraisers
- Casino Trips
- And Many More!!!

#### **Will members participate in fund-raiser events?**

It is important for the Executive Board to know whether the membership will support a fund-raising event. The following questionnaire is a sample that could be modified to show the events the local Chapter is

considering. All members should be asked to complete the survey. When the results are tallied the Executive Board should have good information on the member support.

### Member Questionnaire Concerning Fund-raising Activities

This is an example. The Chapter should list the actual events being considered for the year.

The following fund-raising activities have been proposed. Workers and leaders are needed.

Where will you help?	Yes	No
1. Newspaper collection and paper sales		
a. Would you help organize?	_____	_____
b. Would you be a worker?	_____	_____
c. Would you contribute papers?	_____	_____
2. Garage Sale (Yard Sale)		
a. Would you help organize?	_____	_____
b. Would you be a worker?	_____	_____
c. Would you contribute papers?	_____	_____
3. Catering Events		
a. Would you help organize?	_____	_____
b. Would you be a worker?	_____	_____
4. Raffle		
a. Would you help organize?	_____	_____
b. Would you be a worker?	_____	_____
5. Sell Cooking Pans		
a. Would you help organize?	_____	_____
b. Would you be a worker?	_____	_____

What suggestions do you have for fund-raising activities?

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\_\_\_\_ I am not willing to participate in fund-raising activities.

\_\_\_\_ I will contribute \$\_\_\_\_ instead of participating in projects.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PROGRAMS

It is important to plan interesting programs that will increase attendance while meeting the professional needs of your members. This part of the Leadership Manual will provide information that can help you identify what your Chapter needs. It will also provide sources of good speakers.

The President-elect of your Chapter may be the Chair of the Program Committee. This allows the President-elect to assist the President while gaining valuable leadership skills.

## Program Purposes

- Further professional growth through the exchange of information on topics that will increase knowledge of food service
- Develop leadership
- Provide good fellowship and friendship
- Promote legislation which relates to Child Nutrition Programs
- Be a source of continuing education for the TASN Certification requirements

Programs Should Be:

Inspiring, Informative, Interesting, and Inclusive

## Program Arrangements

Consider the following:

- Subject or theme
- Committee needed to be responsible for program
- Objective or type of program, i.e., social, educational, fund raising
- Number of members expected to attend
- Place meeting is to be held
- Date and time of meeting
- Budget for program (How much money is needed for speakers, decorations, food, etc.)
- Publicity needed

## Program Reminders

- Have a meeting which is planned with Association objectives in mind
- Have a meeting place that is comfortable and meets the needs of the program
- Make arrangement for necessary equipment, i.e., flag for Pledge of Allegiance, microphone (if needed), chairs, tables, speaker's lectern, etc.
- Coordinate the hospitality time into the planned meeting time
- Send out notices for meetings far in advance so that people can make plans to attend
- Plan demonstrations that apply to food service professionals
- Evaluate programs after the meeting
- Involve members in planning and presenting the programs

## Basic Types of Programs

Fun Meeting - Christmas party, Tours/Field trips, Potluck/Recipe Exchange  
Guest Speaker  
Panels - Formal or Informal  
Demonstrations  
Workshops  
Videos  
Skits

## ***Chapter Meeting Organization***

Good meetings don't just happen. They need to be planned and organized with attention to overall objectives as well as the details. The following are some suggestions for meeting organization that may or may not apply to every situation. However, with ideas you already have, these constitute the ingredients for a well-run meeting.

### Speaker

Contact the speaker as early as possible. Always follow-up with a confirmation letter if the contact is made in person or by phone. The letter should:

- Identify yourself and the Association. Be specific about meeting, subject or theme.
- List the day of the week, date, time and location...such as: Friday, January 1, 2019, 7:30p.m., Lincoln Hall, room 3, 4003 West Main Street, Every town, Any State.
- Give the time allotted for the speaker's part of the program.
- Describe who will attend.
- Inquire about expenses, fees, materials needed, transportation costs.
- Honorariums or gifts are sometimes given instead of payment. It would be wise to ask the person who has recommended the speaker about a gift selection, or you may ask the speaker about an honorarium.

### Physical Arrangements

- a. Determine number of chairs, tables, etc., and the placement.
- b. Equipment needed such as microphone, lectern, or projector
- c. Electrical outlets available for equipment, extension cords, light switches for control.

### Complementary Tickets

Always pay for the meal of any invited guest or speaker.

### Guest Welfare

Always arrange to meet your guests and make sure he/she is escorted and taken care of by someone assigned to the job.



## Guest Seating

The presiding officer always sits at the center table or right of center. The guest of honor sits at the right of the presiding officer and takes precedence over other dignitaries.

## Introductions

- Introduce the highest-ranking guest first and then down the list.
- Introductions of honored guest should be gracious but brief. A rule to remember is “the higher the officer, the shorter the introduction.”
- Pronounce all names correctly...check to be sure.
- When introducing, give the speaker’s history and why he/she will make this presentation and give the speaker’s complete name, facing the audience so they can hear it clearly.
- Remain standing until your introduction is acknowledged by the speaker and lead the applause.
- Thank the speaker at the conclusion.

## Meeting Format

- Pledge of Allegiance...who will do it (member, special group, Scouts, etc.).
- Be sure a flag is available.
- Inspirations, invocations should be short and general. (Memorial within a meeting must be short or mention deceased member and end by a moment of silent prayer.)
- Business should follow an agenda and should be short when combined with a special program.

## Thank-you Notes

Send thank-you notes to your guest promptly and tell them they helped to make the meeting a success.

## Program Topics

The question to be asked for each meeting is: what ideas will meet the most needs and inspire the most members to attend?

## Sources of Speakers and Materials

A speaker can make or break a program. Before inviting an individual to participate in a Chapter meeting make certain that he/she isn’t merely filling time. If the Program Chair does not know the speaker, he/she should have at least a couple of recommendations. If a speaker isn’t available for the topic selected, consider using a video or training guide for USDA’s Food and Nutrition Information center.

## Food Preparation and Service

- SFS employee (cook, baker, manager) from local districts or restaurants in an area Child Nutrition Director or Supervisor from local districts
- Commercial cooking representative from gas or electric company
- Instructor from local technical college or school

## Food Service Equipment

- Equipment Company representative
- Local Child Nutrition Director

### Menu Planning

- Local Child Nutrition Director
- Local registered Dietitian
- USDA representative

### Food Service Management

- Food service director from the local area
- Instructors in restaurant management at State or Community College
- Purchasing agent from school districts, business or military installations
- Food service director for college dining facilities
- Director of Maintenance for school district or local college

### Sanitation and Safety

- Sanitation form local health department

### Nutrition and Nutrition Education

- Local Child Nutrition Director or Supervisor
- Nutrition Education Coordinator
- Public Health Nutritionist
- Dairy Council
- Registered Dietitian

### Merchandising and Marketing

- Local Child Nutrition Director or Supervisor
- Child Nutrition Coordinator
- Restaurant manager or chef

### Personnel

- Personnel Director for local school district or college
- Instructor from local college
- Superintendent or Assistant Superintendent

# Meeting Plan Checklist

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Agenda: \_\_\_\_\_ (written and copies available)

Call to Order	President
Invocation	_____
Roll Call	Secretary
Approve Agenda	President
Approval of Minutes	President
Treasurer's Report	Treasurer
Reports by	Officers, Board Members, and Committee Chairs
Unfinished Business	President
New Business	President
Announcements	President
Adjournment	President

## Program for Meeting

Speaker: \_\_\_\_\_

Speaker: \_\_\_\_\_

Refreshments: \_\_\_\_\_

Decorations: \_\_\_\_\_

Special Events: \_\_\_\_\_

(Voting, nominations, installation of officers, etc.)

Entertainment: \_\_\_\_\_

Room Set up: \_\_\_\_\_

AV requirements: \_\_\_\_\_

# INSTALLATION OF OFFICERS

## Sample Installation Ceremony

### Installation Officer

The installation officer calls the officers forward. He/she introduces the outgoing members of the Board and thanks them. They stand to one side. The incoming officers are presented. The installation officer states:

“The \_\_\_\_\_ School Food Service Association members are in regular session for the installation of their newly elected officers.

It is with great pleasure that I present to you the following officers who have been elected to serve the Association for the year.

President: \_\_\_\_\_

President-Elect: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

As officers-elect you must realize that the highest honor of the Association is being bestowed on you. The \_\_\_\_\_ School Food Service Association members have faith and confidence in your ability to lead the organization onward.

By agreeing to serve as officers of the Association, you are showing your leadership to your fellow members. You have chosen to accept the responsibilities of your offices as outlined in your Chapter Bylaws.

Will each new officer raise his/her right hand and repeat the following pledge?

*I solemnly promise that I will, to the best of my ability, faithfully perform  
all the duties belonging to the office for which I have been elected*

I now declare you to be the duly installed officers of the \_\_\_\_\_ School Food Service Association for the coming year.”

Installing officer addresses membership: “You have, be the democratic process, elected these officers to voice your wish in matters relating to the functioning of your Association. Yours is the task of assisting in every way possible. Will you, the membership, give your full support to these newly installed officers? Please indicate your commitment by rising and applauding your newly installed officers.”

## PARLIAMENTARY PROCEDURES FOR CONDUCTING A MEETING

### ***Order of Business***

A quorum must be present or the number of members according to the Constitution or Bylaws required to hold a business meeting.

1. The meeting is opened by the chair.
2. The minutes are read by the secretary. Correction to the minutes are suggested without a motion or vote. Without (further) corrections the minutes stand approved as read (as corrected).
3. Reports are then given by officers, standing committees and/or special committees. A motion is needed to adopt an audited financial report. No action is taken on a report that has not been audited. If a committee report contains a recommendation, the reporting member (usually committee chair) moves that the recommendation be adopted; otherwise, the report is filed without action.
4. Action is completed on any business not settled when the last meeting was adjourned.
5. After unfinished business has been completed, new business is considered. Each new motion is discussed and settled before another main motion can be proposed.
6. After business is completed, any announcements may be made.
7. The meeting then is adjourned. If the assembly wishes to adjourn before all business is completed, the meeting must be adjourned by a motion.

### ***The President's Responsibilities***

1. Learn parliamentary law so that correct language and procedure may be followed when conducting meetings.
2. Refer to self as "the chair".
3. Call the meeting to order at the designated time and ascertain whether a quorum is present.
4. Preserve order throughout the meeting.
5. Follow the accepted order of business.
6. Decide all parliamentary questions, such as decisions; however, being subject to an appeal by any two members, whereupon the majority vote of the association decides the questions.
7. State the motion clearly, after it has been seconded and before allowing discussion Shall declare the result of every vote taken.
8. Shall take no part in any discussion while presiding; shall refrain from expressing personal opinion on questions before the house and shall avoid all personal bias when giving information to the Association.
9. Shall call upon the President-elect to preside if he/she wishes to speak to a motion or to leave the chair. Then the President then has all the privileges of a member and addresses the presiding officer in the same manner as any other member.
10. May vote when the vote is by ballot or in case of a tie.
11. Shall recognize a member who has not previously spoken to the Chair.
12. Shall carry to every meeting the following important articles:
  - A notebook containing the order of business
  - A gavel to obtain and maintain order
  - A watch by which to time the meeting
  - A pen or pencil to check each item of business
  - Constitution and Bylaws to settle doubtful points
13. The Parliamentary Manual to aid the Chair in ruling
  - A calendar to settle future dates
14. Open and close meetings on time.

## ***Handling of Main Motions***

15. Member asks to be recognized by the Chair.
16. Chair recognizes the speaker.  
Member proposes the motion: The member obtains the floor and says, “I move that \_\_\_\_\_”.
17. The motion is seconded. “I second the motion.”
18. The Chair states the name of the person making the motion and by whom it was seconded. The floor is then open for discussion. Discussion must be addressed to the chair. The motion may be changed by amendment. If the group does not wish to take final action on the motion they may table, or set aside, the motion.
19. When there is no further discussion, the Chair states the motion (as moved or amended) and asks for a vote. All in favor of the motion indicate by saying “aye” (yes). Those opposed say “no.” If the Chair is able to tell from this voice vote where there are more “ayes” or more “no’s”, he/she announces the result. If anyone calls a “division” (questions the voice vote), the Chair calls for a show of hands or a standing vote. If a majority demands it, the vote may be taken by ballot.

## ***Amendments to Change Motions***

1. After a main motion has been made and seconded, a member may move to amend the motion by inserting or adding a word, phrase or sentence; striking out a word, phrase or sentence; striking out and inserting a word or phrase; or substituting a sentence or paragraph.
2. The motion to amend must be seconded.
3. The Chair states the main motion and the amendment, so the group will understand how the amendment changes the motion.
4. The floor is then open to discussion on the amendment.
5. If there is no further discussion, the Chair repeats the amendment and asks for a vote. The Chair then announces the result.
6. If the amendment passes, the Chair states the motion as amended. If the amendment is defeated, the Chair states the original motion. A vote then is taken on the motion now before the house.

(Reprinted from “Parliamentary Procedure, How to Conduct a Meeting”—a pictorial presentation based on the *Parliamentary Writings of General Henry M. Robert*)

## **Form for Motions**

The Secretary must record the motion exactly as it was made. It is helpful to the Secretary if the motion can be written out by the person making the motion. The form shown below is an example and can be duplicated and given out at meetings for members to write down their motions. The member can give the written copy to the Secretary to record in the minutes.

Motion Form:

I move \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person making motion: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Motion Passed: \_\_\_\_\_ Motion Failed: \_\_\_\_\_

## MEETING MINUTES

It is the responsibility of the Secretary to record the “happenings” of your Chapter. These minutes are the official history and legal record of all proposals, reports and decisions of your members. Auditors would depend on the minutes for the authorization of any large expenditures.

The Chapter Secretary takes notes for the minutes during the meeting. He/she should then type out the minutes as soon as possible for an accurate record.

Minutes are ready and corrected at the next meeting. Minutes must be “Approved” before they can become an official document.

### What goes in the minutes?

Minutes will vary according to the needs of your Chapter, however, as a guideline, your minutes should contain:

1. The date, hour, and place at which the meeting was called to order, the type of meeting (regular, special, or a called meeting), the name of the president, officers, and the fact that a quorum was present.
2. The minutes record all motions whether the motion passed or lost, and the person that made the motion.
3. Reports should be recorded with the name of the person presenting, the action taken or the report and a reference if the report was lengthy.
4. Correspondence reported should be briefly summarized.
5. Minutes should follow the outline of the “Approved Agenda”.

### What do you do with the minutes?

Minutes should be entered in a suitable official record book and kept in a safe place. The Secretary can read the minutes for approval, or printed copies can be given out to each member.

### What is the Approved Agenda?

The President should prepare an agenda before each meeting. This should be presented to the members as a printed agenda. If it is impossible to have printed copies prepared in advance of the meeting, the agenda should be displayed on a blackboard or flip chart. The agenda should follow the Standard Order of Business.

## Standard Order of Business

### WHAT

1. Call to order

2. Reading, correction, approval or disposition of minutes from previous meetings.

3. Reports of Officers

4. Reports of Standing Committees and Boards

### WHY

Separate formal from informal discussion and instruct secretary to begin recording minutes.

Legal court documents; and historical account of the organization.

Present information to membership to make necessary decisions later in the meeting, e.g., Treasurer's Report.

Information supplied on the current affairs of the organization. Necessary to make informed decisions about new business.

5. Reports of Special Committees Information supplied on the current affairs of the organization. Necessary information to make informed decisions about new business.

6. Unfinished business Need to complete unfinished motions because it may affect new motions.

7. New Business Allows proposal of new motions affecting current and future affairs. Comes near the end of the meeting so that members may have complete information about future events.

8. Announcements Appear at the end of the meeting to be more easily remembered by the members.

9. Adjournment Officially closes the meeting. After adjournment is declared, no further business may be transacted.

## Sample Agenda of Business Meeting

Call to Order	President
Thought for the day	
Roll Call	Secretary
Approve Agenda	President
Approval of Minutes	President (May ask secretary to read if members were not given written copies.)
Treasurers Report	Treasurer



Reports by Officers, Board Members, and Committee Chairs	
Unfinished Business	President
New Business	President
Announcements	President
Adjournment	President

## What about Speakers, Entertainment and Refreshments?

Speakers, entertainment, refreshments and other activities are all a part of a meeting. They are not part of the business section of the meeting. They should occur before the meeting is called to order, or after the business meeting is adjourned. The same is true of the speaker or entertainment. Some leaders prefer the speaker or entertainment follow the announcements with the adjournment at the very end. Others may find that it separates business from other activities by adjourning before going to the entertainment or speaker. Either way, it should be spelled out on the agenda.

### TASN Awards, Scholarships, and Recognition:

TASN and SNA offer the following for districts, chapters or individuals to apply for: Awards, Scholarships, Recognition, and Accreditation. Please see TASN and SNA website for more information and applications

#### TASN Awards, Scholarships, and Recognition:

- School Nutrition Specialist of the Year Award
- School Nutrition Manager of the Year Award
- School Nutrition Director of the Year Award
- Partnership in Nutrition Award
- Nutrition Education Award
- Local Plan of Action (Chapter Yearbook Participation) Award
- Breakfast and Lunch Participation Awards
- Outstanding Achievement Award for Continuing Education
- Certification Award
- General Scholarship
- ESL Scholarship
- GED Scholarship
- College Scholarship
- Directors and Managers Academy Scholarship
- Industry Seminar Scholarship

#### SNA Awards, Scholarships, and Recognition

- Employee of the Year Award
- Manager of the Year Award, in Honor of Louise Sublette
- Director of the Year Award
- National Industry Member of the Year Award
- Membership Awards
- Professional Development Awards
- Educational Scholarships
- National Conference Scholarships
- Equipment Grants