



## ELECTED POSITIONS

### **SNEB Vision**

People worldwide empowered by food and nutrition education to change behavior, food systems, and policy.

### **SNEB Mission**

The Society for Nutrition Education and Behavior advances food and nutrition education research, practice, and policy that promote equity and support public and planetary health.

### **Strategic Goals**

**MEMBERS:** Build a dynamic Society of researchers, practitioners, and policymakers worldwide engaged in nutrition education and behavior activities.

**RESEARCH:** Increase capacity for effective nutrition education and behavior research, practice, and advocacy.

**LEADERSHIP:** Be leaders in comprehensive nutrition education research, practice, and advocacy at individual, community, food system and policy levels.

### **SNEB Board of Director Positions**

Criteria for consideration: All candidates for board positions must have been regular, voting members of SNEB for at least two years.

Desirable characteristics: Board members need skills in communicating, resource development, public relations, decision-making, creative problem-solving, long-term planning, and “global” thinking. Candidates should have previous board experience with SNEB or another professional association or non-profit organization, or experience chairing a committee; leadership ability, familiarity with budgets (and the budgeting process) and financial statements; and a commitment to serving SNEB members and achieving SNEB’s goals.

Duties: All board members serve a three-year term. Successful candidates will be expected to attend board meetings (as bi-monthly via teleconference, approximately 2 hours for each meeting, plus one full day meeting prior to the start of the SNEB Annual Conference for both boards and one two hour meeting on the final day of conference for the new board), serve on SNEB committees, serve as liaisons to committees and divisions as requested by the President, and carry out assignments on behalf of the Society throughout the year.

### **Responsibilities**

Members of the SNEB Board of Directors determine the policies for the Society and monitor the execution of those policies. The Board determines the organization’s present and future direction including: general and specific policies, long-range planning, management and augmentation of finances, and working relationship with the headquarters staff.

In addition, individual board members:

- Attend all meetings of the board;
- Review board materials in advance of meetings;
- Respond to inquiries requesting board input/vote;
- Provide board representation committees and task forces as assigned
- Provide support to the Annual Conference, as determined by the President-elect;
- Assist the membership committee in making members feel welcome and a part of the Society;
- Are responsible for the future growth and development of the association;
- Are ultimately responsible for the association's activities;
- Are responsible for promoting an understanding of nutrition education; and,
- Support the Society's mission and guiding principles.

All board members will be expected to attend board meetings (as bi-monthly via teleconference, approximately 2 hours for each meeting, plus one full day meeting prior to the start of the SNEB Annual Conference for both boards and one two hour meeting on the final day of conference for the new board), and carry out assignments on behalf of the Society throughout the year.

If the Board meets in person at the annual conference, the Board travel policy allows for reimbursement of travel expenses and covers two nights at the hotel if the Board member attends all of the meetings scheduled for their position. Refer to the complete Policy document for specifics.

## **Position Descriptions**

**Vice President:** The person elected vice president will serve a three-year term on the Board of Directors: the first year as vice president, the second year as president-elect, and the third year as president.

The vice president serves on several committees, including the Executive Committee, and prepares to assume leadership of SNEB. Specifically, the Vice President will serve as Division Liaison to gain knowledge about this important area of SNEB. The Vice President will also serve as liaison for conference sponsorship for the purpose of building relationships and seeking sponsorships for the conference he/she will plan, which allows two years of effort. Additionally, the Vice President serves on the Position Paper Subcommittee of the Journal Committee to review topics submitted for approval.

The president-elect leads the planning of the annual meeting (including the leadership workshop), serves on the Executive Committee, and carries out the duties of the president if s/he is unavailable.

The president presides at all meetings of the board of directors, appoints committee chairs and liaisons, serves on the SNEB Foundation Board of Trustees and acts as spokesperson for SNEB. The ideal candidate would be broadly associated with many perspectives in SNEB, have contacts in several professional circles, have leadership experience in SNEB and/or other professional associations, have sufficient volunteer time to contribute, and be an effective spokesperson for SNEB.

Following the third year of service, the immediate past president chairs the SNEB Awards Committee and serves as host of the Past President's dinner at conference.

**Secretary:** The person elected will serve a three-year term on the Board of Directors and full secretary duties start the first year. The secretary's primary responsibility is to take accurate minutes of all meetings and teleconferences of the Board of Directors, Executive Committee and Membership of the Society and to distribute them in a timely manner to each Board member. In addition, as a member of the Board and Executive Committee, the secretary has all of the responsibilities of other Board and Executive Committee members, including staying informed of matters before the Board, participating in meetings and teleconferences, and serving on Board task forces as assigned.

**Treasurer:** The person elected will serve a three-year term on the board of directors, and full treasurer duties start the first year. The treasurer has three key committee responsibilities including chair of the Finance Committee, member of the Executive Committee, and ex-officio, non-voting member of the Board of Trustees with the SNEB Foundation. Specific responsibilities include:

- Working closely with SNEB staff and SNEB member leaders to develop the budget to ensure that financial allocations are consistent with the board's priorities and reflective of the Society's strategic plan.
- Providing a financial perspective in SNEB discussions.
- Preparing and giving a Treasurer's report at the SNEB Annual Business Meeting
- Review report prepared by staff for each board meeting that includes a summary of revenue and expenses and that calls attention to any unusual items.
- Reviewing expenses through online platform and reviewing monthly bank statements.

Approximate time commitment is a range of 2-3 hours per month. The budget draft is prepared by the Executive Director but 2 – 3 hours are needed for review. Experience with developing budgets and/or knowledge of nonprofit accounting practices is helpful, though not required. Note that this position receives substantial support from the SNEB office.

**Director At Large:** The person elected will serve a three-year term on the Board of Directors. A director attends and participates in board meetings, acts as liaison to committees and task forces as assigned, and performs other duties at the request of the president.

The ideal candidate will have many of the characteristics and skills described above.

## **SNEB Nominating Committee Positions**

### **Nominating Committee Members at Large (2 will be elected):**

Criteria for consideration: Any SNEB regular member is eligible to run.

Desirable characteristics: Nominating Committee members should have an understanding of the issues facing SNEB, familiarity with the operation of a professional association, and ability to assess candidates' qualifications and potential. They should have broad experience in SNEB and an ability to recruit candidates. They must be willing and able to attend the annual meetings.

Duties: Nominating Committee members serve a two-year term. They meet at the annual meeting to develop procedures for the year. The Committee solicits potential nominees for the positions to be filled, reviews the potential nominees, and selects candidates for each office. Balloting is done electronically with results reported by the SNEB office. Except for at the annual meeting, the Committee completes its work via telephone and e-mail.

## **SNEB Advisory Committee on Public Policy (ACPP) Position**

### **ACPP Chair-Elect**

Criteria for consideration: Any SNEB regular member is eligible to run.

Desirable characteristics: Chair elect of the Advisory Committee on Public Policy should have extensive experience, by virtue of occupation or personal inclination, in policy formulation or advocacy for nutrition education. This may include contacts at the federal-level bodies that formulate nutrition policy (e.g. USDA, DHHS, FDA etc.) and in SNEB, ADA, or other professional organizations that pursue nutrition education and policy.

ACPP chair elect must be willing and able to attend the annual meetings.

Duties: The person elected will serve two years as chair elect and chair of the ACPP. The Chair-elect takes minutes of monthly ACPP teleconference calls. The co-chairs lead efforts to identify and prioritize key issues for public policy efforts by SNEB, ensure development and execution of issues-management activities, helps plan the annual conference Policy Plenary and bring Committee recommendations to the Board of Directors. If needed, the Co-chairs supervise activities of a public policy coordinator or lobbyist. Except for at the annual meeting, the ACPP completes its work via telephone and e-mail. The ACPP Chair Elect does not have to serve as the key contact with the organization.

### Relationship with Paragon Associates:

Paragon Associates is a resource for the ACPP. Their retainer is included in SNEB's annual budget. The Executive Director is the point person for Paragon. The ACPP Chair Elect will:

- Include Paragon Associates representative on all ACPP communications.
- Act as an advisor for Paragon Associates and SNEB Executive Director around SNEB priority public policy issues.

- Upon strategic advice from Paragon Associates, draft communications/letters for distribution to the membership or to legislators on SNEB's behalf.
- Act as the clearinghouse of information from Paragon Associates to the ACPP committee, compiling feedback for the Executive Director and for Paragon Associates.