

National CSFP Association Board of Directors Seat Commitments

Vice President

- Vice President, who shall fulfill the duties of President when the President is not available, and who shall assume the office of President when that office is vacated.
- President, who shall preside at all meetings of the Board, chair the Executive Committee, sign contracts, grants, fiscal and legal documents authorized by the Board, appoint committee chairs in conjunction with the Executive Committee, however, ultimately with board approval and represent the Association in relations with the US Department of Agriculture and other groups.
- Monthly DOB Conference Call attendance (call duration generally 1 hour per month).
- Attendance at the BOD Annual Meeting held prior to the NCSFPA Conference. The NCSFPA does not have funding to support travel and conference fees for individual BOD Members to this meeting.
- BOD members each are encouraged to join one of the Association's standing Committees which include: By Laws, Conference Planning, Education, Nominations, Nutrition Education, and other various subcommittees as appointed at the discretion of the President.
- Follow up as requested by the Education Committee on ongoing legislative issues via letter writing and calls.

Treasurer

- Maintains records of membership, income, and disbursement. Makes payments authorized by the President.
- Provides financial reports to the Association
- Receives registration fees for the annual National Conference
- Prepares an annual budget for recommendation to the Board
- Serves on the Conference Planning Committee
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Secretary

- Keeps official records of all meetings of the general membership, the Board, subcommittees (as requested), the Executive Committee, and disburses these to the BOD for approval. Gathers and disburses correspondence from the various board committees to the membership, disseminates newsletters, posts info to the website and assists with grant funding proposals as requested by the President.
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State and Local Directors

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