

Washington State Food and Nutrition Council Standing Rules

These Standing Rules have been developed to provide meaningful guidelines for the leadership of the Council to carry out the overall purpose and functions set forth in the Bylaws. The procedures described in the pages that follow are suggestions intended to enhance the efficient and effective operation of the Council. The Standing Rules may be revised at any time if voted upon and approved by a majority of the Board. (Council membership does not vote on this).

PRESIDENT

1. General Description: To provide direction and leadership for the Council.
2. Specific Responsibilities:
 - a. Preside over Board meetings beginning with the first Board meeting of the fiscal year (i.e. October 1st) and ending with the last Board meeting of the fiscal year (i.e. September 30th). The last meeting of the year shall be a joint meeting, which includes out-going and in-coming Board members. Prepare and distribute an agenda at these meetings.
 - b. Preside over Executive Committee Meetings. Prepare and distribute an agenda at these meetings.
 - c. Preside over all Council meetings.
 - d. Provide overall leadership and direction for the Council, ensuring that the Bylaws are being carried out.
 - e. Shall serve as the official liaison between the Council and the public at large and other food and nutrition organizations.
 - f. Develop budget for president's activities for the year.
 - g. Appoint chairpersons of Standing Committees prior to the last meeting of the fiscal year, so that the new appointees may attend the meeting. Chairpersons to be appointed are for the following roles: Legislative, Membership, Newsletter, and Webmaster.
 - h. In odd-numbered years, upon completion of the Treasurer's term of office, appoint an Auditing Committee. The Auditing Committee usually includes the previous Treasurer.
 - i. Appoint chairpersons of Special Committees.
 - j. Appoint persons to fill vacated offices.
 - k. Orient new Board members at the last Board meeting of the fiscal year so that they understand their responsibilities. Review of the Bylaws and Standing Rules with new members.
 - l. Serve as Deputy-Treasurer and sign checks in place of the Treasurer in event of emergency. Note: The Executive Committee is responsible for establishing the annual budget.
 - m. Write President's column for each newsletter.
 - n. Attend all Board and Council meetings. Vote at Board meetings.
 - o. Submit expense reimbursement forms and invoices with documentation to treasurer in a timely manner.
3. Accountable to: Executive Committee, Board and Council.
4. Support System: Board, especially Past President.
5. Approximate Time Involvement: 3 - 6 hours per month plus meeting attendance.

Washington State Food and Nutrition Council Standing Rules

PRESIDENT (CONTINUED)

6. Term of Service: One year, Oct. 1st to Sept. 30th. Formally take office at the first Board meeting of the fiscal year. Note: The year as President is the first year of the two-year commitment.
7. Elected/Appointed by: Elected by Council membership as President the year of service as president.

Washington State Food and Nutrition Council Standing Rules

PAST PRESIDENT

1. General Description: To advise and counsel the Executive Committee, Board and Council, based on experience as President.
2. Specific Responsibilities:
 - a. Develop budget for year's activities.
 - b. Serve as advisor at Executive Committee, Board and Council meetings, assisting the President and other officers with appropriate and helpful procedures.
 - c. Serve as Historian. Maintain historic files for Council business and archive files as appropriate. Archive files at:

Washington State Library: Archives and Records
1129 Washington State Ave.
Olympia, WA 98504
Attn: Dave Hastings, First State Archivist
Phone: 360-753-1801
 - d. Serve as Acting President at Executive Committee, Board or Council meetings in the event that the President cannot preside.
 - e. Shall automatically become President should the office be vacated.
 - f. Attend Board and Council meetings. Vote at Board meetings.
 - g. Submit expense reimbursement forms with documentation to treasurer in a timely manner.
3. Accountable to: Executive Committee and Board.
4. Support System: Executive Committee and Board.
5. Approximate Time Involvement: 2 hours per month plus meeting attendance.
6. Term of Service: One year, Oct. 1st to Sept. 30th. Note: This is the second year of a two-year commitment.
7. Elected/Appointed by: Elected by Council membership as President, one year prior to service as Past President.

Washington State Food and Nutrition Council Standing Rules

CONFERENCE PLANNING CHAIRPERSON

1. General Description: To serve as chairperson of the Program Committee for the Annual Conference.
2. Specific Responsibilities:
 - a. Recruit members for the Conference Planning committee.
 - b. At the first Board meeting, solicit speaker and topic ideas from Board members for the annual conference.
 - c. Present tentative plans for annual conference at the January Board meeting.
 - d. Finalize the program, theme, place, and dates and post on website.
 - e. Develop and present budget for the annual conference to Executive Committee for approval.
 - f. Secure facility for conference, arrange for food service, solicit exhibitors, develop conference packets, and coordinate other activities as desired.
 - g. Contact and confirm speakers. Send letters of agreement and arrangements 60 days prior to their presentations.
 - h. Write thank-you letters to speakers immediately following their presentations.
 - i. Write articles promoting conference for quarterly newsletter, and send invitation out to the membership and pertinent contacts by email.
 - j. Arrange for continuing education credits from CDR for Dietitians/Diet Technicians at a minimum.
 - k. Preside over the program portion of annual conference (i.e. coordinate speaker introductions, etc.).
 - l. Arrange for speakers' expenses when appropriate.
 - m. Present summary of program evaluations and highlights at Board Meeting following Annual Conference.
 - n. Attend all Board and Council meetings. Vote at Board meetings.
 - o. Submit expense reimbursement forms with documentation to treasurer in a timely manner.
3. Accountable to: President.
4. Support System: Conference Planning Committee, Board, and especially President.
5. Approximate Time Involvement: Approximately 6 hours per month initially, increasing to 12 to 16 hours per month the two months prior to annual conference for program planning, plus meeting attendance.
6. Term of Service: One year, Oct. 1st to Sept. 30th.
7. Elected/Appointed by: Elected by Council membership.

Washington State Food and Nutrition Council Standing Rules

CONFERENCE PLANNING COMMITTEE (Two Members)

1. General Description: To support the Conference Planning Chairperson with the planning and execution of the Annual Conference.
2. Specific Responsibilities:
 - a. Support Conference Planning Chair
 - b. Attend all Board and Council meetings. Vote at Board meetings.
3. Accountable to: Conference Planning Chair.
4. Support System: Conference Planning Chair, and Board.
5. Approximate Time Involvement: Approximately 4 hours per month initially, increasing to 6 to 8 hours per month the two months prior to annual conference for program planning, plus meeting attendance.
6. Term of Service: One year, Oct. 1st to Sept. 30th.
7. Elected/Appointed by: Elected by Council membership.

Washington State Food and Nutrition Council Standing Rules

SECRETARY

1. General Description: To maintain accurate records of the business of the Executive Committee, Board and Council, and to write correspondence.
2. Specific Responsibilities:
 - a. Develop budget for year's activities.
 - b. Record minutes of Executive Committee and Board meetings. Type and send copies to all Board members. Send copies of handouts from board meetings to absent board members. File original minutes.
 - c. Maintain both paper and electronic files of the Bylaws and Standing Rules. Record amendments and revisions in a master Bylaws file. Maintain a file of Standing Rules and its revisions.
 - d. Maintain original electronic file for stationary and other materials. Maintain a file of general correspondence.
 - e. Maintain inventory of Council stationary and envelopes, and provide to Board members as needed.
 - f. Attend all Executive Committee, Board and Council meetings. Vote at Board meetings.
 - g. Submit expense reimbursement forms with documentation to treasurer in a timely manner.
3. Accountable to: President.
4. Support System: Board.
5. Approximate Time Involvement: Writing plus typing minutes – 2 - 3 hours/month; other tasks – 5 hours/year, plus meeting attendance.
6. Term of Service: Two years, beginning and ending on even-numbered years, Oct. 1st to Sept. 30th
7. Elected/Appointed by: Elected by Council Membership.

Washington State Food and Nutrition Council Standing Rules

TREASURER

1. General Description: To manage the financial affairs of WSFNC.
2. Specific Responsibilities:
 - a. Prepare a budget each year, with the President's assistance, for presentation at the Executive Committee meeting for approval.
 - b. Present proposed budget at the January Board meeting and obtain Board approval.
 - c. Present a statement of finances at each Executive Committee, Board and Council meetings.
 - d. Write checks monthly for bills submitted and approved by the Board and Council. Expense report forms are to be submitted by board members, with invoice or receipts attached to the form.
 - e. Receive, record, and deposit monies of the Council (dues, contributions, conference registrations, fundraisers, etc.) in a timely manner.
 - f. Balance the books and present them at the completion of the term of office (biennially) to an Auditing Committee (appointed by the President). The Auditing Committee includes the previous Treasurer, whose books are being audited.
 - g. Schedule a meeting with the incoming and outgoing treasurers to facilitate training and transfer of treasury responsibilities and books.
 - h. Prepare an end-of-the-year financial report and present at the first Board meeting of each fiscal year.
 - i. Update expense report form as needed.
 - j. Attend all Executive Committee, Board and Council meetings. Vote at Board meetings.
3. Accountable to: President.
4. Support System: Board, particularly President.
5. Appropriate Time Involvement: 3 hours per month plus meeting attendance.
6. Term of Service: Two years, beginning and ending on odd-numbered years, Oct. 1st to Sept. 30th.
7. Elected/Appointed by: Elected by Council membership.

Washington State Food and Nutrition Council Standing Rules

NOMINATING CHAIRPERSON

1. General Description: To provide for the leadership of the Council by conducting elections of officers
2. Specific Responsibilities:
 - a. Develop a budget for election activities and submit to the Executive Committee for approval.
 - b. Notify Council membership in the first newsletter of the program year of offices upcoming for elections and process for nomination. Provide information about offices and responsibilities.
 - c. At the third Board meeting of the fiscal year, discuss potential nominees with Board members.
 - d. In the second newsletter for the year, request nominations from the membership for offices and solicit members to run for office.
 - e. Prepare a slate of candidates to present to the Board.
 - f. By the May Board meeting present a slate of candidates to the Board for approval.
 - g. Finalize the slate of candidates and contact them to confirm acceptance of nomination.
 - h. Develop and distribute the ballot, which includes the slate of nominees as well as a brief synopsis of their qualifications and goals for the office. Ballots should be distributed to members in enough time to allow at least two weeks from the date mailed until the deadline to count ballots.
 - i. Election results should be verified by the Nominating Chairperson and at least one additional board member who is not running for an office. If the Nominating Chairperson is running for an office, that person may not count or verify ballots and the President shall appoint an additional board member to serve in place of the Nominating Chair for this task.
 - j. Announce the results of the election to membership via the newsletter and also at the Annual Conference.
 - k. Attend all Board and Council meetings. Vote at Board meetings.
3. Accountable to: President
4. Support System: Board
5. Approximate Time Involvement: 5-10 hours/year plus meeting attendance.
6. Term of Service: One year, October 1st to September 30th.
7. Elected/Appointed by: Elected by Council membership.

Washington State Food and Nutrition Council Standing Rules

ELECTION GUIDELINES:

1. Ballots should include: President, Conference Planning Chair, two Conference Planning Committee Members, two At-Large Members, Secretary (even years only), Treasurer (odd years only) and Nominating Chair.
2. It is recommended that each ballot have more than one candidate for each office and at least two candidates for Conference Planning Committee.
3. President should have experience serving on the WSFNC Board for at least one year prior to election.

Washington State Food and Nutrition Council Standing Rules

AT LARGE BOARD MEMBER (Two Positions)

1. General Description: To strengthen the board and council by being available to fill the elected positions of Treasurer, Secretary, or Nominating Chairperson should any one of these positions be vacated and to chair short term committees such as mid-year event.
2. Specific Responsibilities:
 - a. Attend Board and Council meetings. Vote at Board meetings
 - b. Submit expense reimbursement forms with documentation to treasurer in a timely manner.
 - c. Assume responsibility for a short-term committee by volunteering or at the request of the president.
3. Accountable to: Executive Committee and Board.
4. Support System: Executive Committee and Board.
5. Approximate Time Involvement: 2 hours per month plus meeting attendance.
6. Term of Service: One year, October 1st to September 30th.
7. Elected/Appointed by: Elected by Council membership.

Washington State Food and Nutrition Council Standing Rules

NEWSLETTER CHAIRPERSON

1. General Description: To produce and distribute the electronic WSFNC newsletter, which contains information about activities and goals of the Council as well as articles of interest to the membership.
2. Specific Responsibilities:
 - a. Be responsible for coordination and publication of four newsletters.
 - b. Solicit, write, and/or edit copy. Review all articles and submitted items for the newsletter to assure accuracy and compliance with Council policies.
 - c. Forward draft newsletter to executive committee for feed back.
 - d. Publish and distribute the newsletter to each individual member, organizational member and all persons listed within each organizational membership.
 - e. Retain a hard and electronic copy of each newsletter in a historical file and pass on files to the next chairperson.
 - f. Attend Board and Council meetings. Vote at Board meetings.
3. Accountable to: President
4. Support System: Board.
5. Approximate Time Involvement: 10 to 15 hours every newsletter, plus meeting attendance.
6. Term of Service: One year, October 1st to September 30th.
7. Elected/Appointed by: Appointed by President.

Washington State Food and Nutrition Council Standing Rules

MEMBERSHIP CHAIRPERSON

1. General Description: To receive memberships and assemble, publish and update an electronic directory of WSFNC members. Promote membership in WSFNC.
2. Specific Responsibilities:
 - a. Receive new and renewed membership forms and mail member checks to Treasurer.
 - b. Submit a complete list of member names, addresses, phone numbers, email addresses, etc. to the Board by November 15th.
 - c. Publish an electronic directory of current WSFNC members whose dues are paid and received by November 15th. Include Council mission statement and web address.
 - d. Email the directory to all individual members and to each member of all organizational members by December 15th.
 - e. Receive new member information and update membership directory throughout the year.
 - f. Email updated directory to new members who join after November 15th.
 - g. Email updated directory to WSFNC Board once a quarter.
 - h. Develop a budget for membership activities (including exhibit board upgrades and maintenance) and submit to the Executive Committee for approval.
 - i. Begin the membership drive in October by encouraging members to renew their membership and by recruiting new members. Accomplish this through emailing, exhibiting at local conferences, and any other creative means.
 - j. Contact delinquent members to encourage membership renewal.
 - k. Write and submit articles for quarterly newsletter.
 - l. Update the membership form as needed, and publish on the website and in subsequent newsletters.
 - m. Update and/or revise promotional materials when needed.
 - n. Maintain an adequate supply of WSFNC promotional brochures.
 - o. Maintain files of council logo in different formats.
 - p. Set up a membership table at annual conference and recruit new members at the meeting.
 - q. Identify nutrition-related conferences (i.e. Nutrition First, WSDA, etc.) for year and make WSFNC exhibit board available for displays.
 - r. Attend all Board and Council meetings. Vote at Board meetings.
3. Accountable to: President
4. Support System: Board, especially Treasurer.
5. Approximate Time Involvement: Averages approximately 4 hours per month plus meeting attendance.
6. Term of Service: One year, October 1st to September 30th.
7. Elected/Appointed by: Appointed by President.

Washington State Food and Nutrition Council Standing Rules

LEGISLATIVE CHAIRPERSON

1. General Description: To keep the membership informed about current national and state legislative issues that are of interest to the Council, and to encourage and facilitate member participation in legislative issues.
2. Specific Responsibilities:
 - a. Identify priority issues for the year based on current national and state nutrition issues.
 - b. Present legislative updates on State and federal legislative issues at Board meetings.
 - c. Inform members of existing legislative alert systems available and encourage individual participation (i.e., Children's Action Network).
 - d. Coordinate legislative activities with other organizations, i.e. Children's Alliance, Nutrition First, WSDA, etc.
 - e. Write letters and provide testimony to legislators on behalf of the Council under the direction of the President.
 - f. Write and submit articles for quarterly newsletter and for posting on WSFNC website.
 - g. Attend Board and Council meetings. Vote at Board meetings.
3. Accountable to: President.
4. Support System: Board, especially President.
5. Approximate Time Involvement: 1 to 2 hours per month plus meeting attendance.
6. Term of Service: One year, October 1st to Sept. 30th.
7. Elected/Appointed by: Appointed by the President.

Washington State Food and Nutrition Council Standing Rules

WEBMASTER

1. General Description: To be responsible for the appearance and edits to the WSFNC website so that it remains appealing and current.
2. Specific Responsibilities:
 - a. Maintain information updates to the WSFNC website under the direction of the President.
 - b. Make suggestions to the Board for website enhancements that make the website user-friendly to members.
 - c. Solicit Board participation to gather updated information, such as for legislative reports and upcoming events.
 - d. Maintain member e-mail list.
 - e. Assist Conference Planning Committee in promotion of annual conference.
 - f. Attend Board and Council meetings. Vote at Board meetings.
3. Accountable to: President.
4. Support System: Board and committee members.
5. Approximate Time Involvement: 1 to 2 hours per month plus meeting attendance. Additional 3 to 4 hours per month during last quarter of term due to increase in website updates for annual conference.
6. Term of Service: One year, October 1st to September 30th.
7. Elected/Appointed by: Appointed by the President.