

WASHINGTON SCHOOL NUTRITION ASSOCIATION
Job Description
Annual Conference President

The President shall attend all conference planning meetings and provide support based on experience from involvement in the past two conferences.

1. Select the theme for conference.
2. Select keynote speakers for general sessions. Consider the wide variety of members to ensure that keynotes will be interesting, educational and informative and have something for all levels of membership.
3. Make arrangements for keynote speakers within the Conference budget. (Work with president-elect if keynote speakers are available as workshop presenters.) When contacting keynote speakers:
 - a. Acquaint speakers with the Association and its purpose.
 - b. Familiarize them with the audience to be addressed in the presentation and the number of people to be addressed.
 - c. Inform them of day, date and time of presentation.
 - d. Advise them of the topic you would like covered and/or consider suggestions they may have for program content.
 - e. Ask the expenses involved.
 - (1) If a keynote speaker is flying, be sure to inquire regarding type of travel (coach, first class, etc.), as there may be hidden costs involved here. (See Executive Director Duties, p.2)
 - (2) Determine the number of nights of lodging necessary for a speaker. Typically, WSNA would provide one night of complimentary lodging for a keynote speaker on the night previous to the presentation.
 - f. Validate speakers' credentials in the subject area to be addressed.
 - g. Obtain speakers' correct title, address, email address, and telephone number.
4. Communicate all necessary details to the WSNA Executive Director (See Executive Director duties, p. 2.)
5. Coordinate speaker plans with other committees where necessary:
 - a. Hospitality committee should be advised of all keynote speakers scheduled to attend so they are able to greet them on arrival and serve as host.
 - b. Executive Director must know the need for any overnight accommodations, the need for any meals, and the status (complimentary or paid by guest) of same. An effective way to account for much of this information is to complete a registration form for each guest with appropriate instructions for registration committee.
6. President's Banquet:
 - a. Work with Meals Chair on the banquet menu.
 - b. Work with the Entertainment Chair on banquet entertainment.
 - c. Work with the Decorations Chair on banquet decorations and flowers, corsages and boutonnieres for head table, past presidents, and President's guests..
 - d. Provide Meal & Hostess Chairperson with names of participants sitting at the head table, including head table seating arrangement chart.
 - f. Notify Meals & Registration Chairpersons with the number of reserved seats necessary for the President's friends and/or family.
7. Send official invitations to:
 - a. Northwest Regional Director
 - b. SNA President (per national schedule)
 - c. Presidents from allied associations (WASBO, WASA, etc.). Offer a complimentary registration packet and exhibit booth if on a reciprocal basis.
8. Assign a presider for each general session until the President's Banquet.
9. Until after the banquet, assign people for miscellaneous presentations, such as flag salutes, thoughts of the day, etc. Remember to arrange for a flag where necessary.
10. Provide input to the president-elect in the development of an evaluation form that allows attendees to rate the various workshops and conference functions and allows for suggestions and comments for future conference planning.

October 2007

11. Agenda and all pertinent HOD documents are sent out through the secretary at the direction of the president to all members of the House of Delegates. (President-elect sets the agenda).
12. It is the responsibility of the President to extend a personal thank you to exhibitors for attending the conference. This is normally done with a visit to all booths along with membership information and notice of next year's conference. The President, President-elect, Vice President and/or the Executive Director share this responsibility.

Executive Director Duties in relation to President:

1. Follow up with keynote speakers by sending a confirmation letter detailing the arrangements and asking for additional information needed to finalize the program, program book and travel/accommodation plans when applicable.
2. Whenever possible, air travel for keynote speakers should be arranged by the Executive Director to help ensure the most economically reasonable arrangement. The Executive Director will work closely with each speaker to ensure that the speaker has approved the selected flights.
3. When applicable, arrange hotel reservations for keynote speakers.
4. Invite WSNA past presidents to the banquet using cards with the president's name printed on the back. Provide a response card with each invitation that includes the number of guests they may invite. The response card should be sent to the Executive Director so that she may provide those presidents attending with a complimentary banquet ticket.
5. Provide support and assist president-elect as requested.