

Tennessee School Nutrition Association Industry Advisory Board Policies and Procedures

A. Composition

- 1 Distributor
- 2 Food Manufacturers
- 2 Equipment Manufacturer/Representatives/Dealers
- 1 Consultant
- 2 Brokers
- 1 IT Representative

The immediate TSNA past president serves as the chairperson of this board. Advisors include TSNA President, TSNA President Elect, TSNA Vice-President, TSNA Exhibit Chair, Past President Advisor and State Staff Advisor. These are non-voting positions.

B. Rotation

Each member serves a three year term. Three members will rotate off the board each year. If a member is no longer involved in a business that serves the school nutrition industry or resigns for any reason, the current President will choose a replacement to complete un-expired term from like category.

C. Criteria for Selection

A potential member of the Industry Advisory Board must hold current membership and have maintained Industry membership in TSNA for two consecutive years prior to being asked to serve on the board. It is important that a potential member have knowledge of the activities of the board. It is also important that potential members demonstrate a desire to support the mission and goals of TSNA by being a current Industry member.

D. Selection Procedure

Vacancies on this board will be announced in the Volunteer Ventures to recruit interested TSNA Industry Members. The President Elect will select a slate of candidates for the vacancies on the board. The names shall be submitted to the Industry Advisory Board at the April/May meeting for approval. New Industry Advisory Board members will be announced to the TSNA Executive Board at the June Pre-Conference Board meeting.

E. Responsibilities

1. Serve as a liaison between the TSNA Industry members and the TSNA membership.
2. Select one representative to serve on TSNA Executive Board and attend all Executive Board meetings and House of Delegates. This representative is a voting member of the TSNA Executive Board.
3. Serve as a sounding board for new initiatives that promote the goals and mission of TSNA.
4. Advise the TSNA Executive Committee and the TSNA Executive Board regarding issues that affect the Industry community and TSNA membership.
5. Recruit new Industry Members and contact present TSNA Industry Members regarding renewal of membership.
6. Solicit Industry Sponsorships for all conferences.
7. Develop TSNA Industry Member Sponsorship Opportunities Proposal and review annually.
8. Work to maintain the integrity of the TSNA Industry Investment account by recommending sound investment practices and promoting and participating in activities to enhance this account.
9. Work with the TSNA Exhibits Chairperson and TSNA Conference Chair for the annual TSNA Conference to schedule appropriate exhibit times and sessions of interest to the TSNA Industry members.
10. Participate in the development of a TSNA Conference Exhibitor's Prospectus.
11. Work with the TSNA Industry Chairperson to plan sessions at the bi-annual TSNA Industry Conference.
12. Maintain policies and practices that are in the best interests of the Association.
13. Participate in functions targeted to gain support for School Nutrition Programs.
14. Industry Scholarships
 - a. Review criteria for the TSNA Industry Scholarship on an annual basis and make any changes needed on the TSNA Industry Scholarship form.
 - b. Publish the appropriate application forms by December of each year.
 - c. Recruit applicants for these scholarships.
 - d. Designate the number of scholarships to be awarded.
 - e. Appoint scholarship selection panel.
 - f. Select winners according to the established criteria.
 - g. Recognize winners at the TSNA annual conference.
15. Select one representative to serve on the Endowment Committee with the TSNA Executive Director and the TSNA Treasurer.

F. Meetings

A meeting schedule will be developed at the first TSNA Industry Advisory Board meeting. Meetings will be scheduled bi-monthly unless it is deemed that more frequent meetings are necessary. A member is expected to attend all meetings. Consistent absences from the TSNA Industry Advisory Board Meetings will be grounds for a member to be asked to resign from the TSNA Industry Advisory Board.

Rev. 4/3/07