

DUTIES OF STATE OFFICERS

President:

- 1) Supervise the activities of the Association
- 2) Initiate dates for meetings of the Governing Board and Annual Meeting
- 3) Solicit topics from the Governing Board for the agenda of the mid-year and annual Governing Board Meetings
- 4) Solicit topics from the Governing Board for the agenda of the Annual Meeting of members and for the program for the Annual Meeting
- 5) Arrange for and preside at all meetings of the Governing Board and serve as chairperson
- 6) Arrange for and preside at the Annual Meeting of members and serve as chairperson
- 7) Appoint the standing committees: Education, Historian/Scrapbook, Membership, Finance, Nominating, Tellers, Publicity, Newsletter.
- 8) Appoint special committees and replacement for committee members, as needed, with the approval of the Governing Board
- 9) Serves as a member of the Finance Committee
- 10) Serve as counselor to the Nominating Committee
- 11) Approve all original bills and vouchers, countersign checks with Treasurer
- 12) Writes to Association members through newsletter and bulletins
- 13) Gets in touch with or write to committee and special committee members in regard to their objectives
- 14) Writes the President's Report for the mid-year and annual Governing Board Meetings; also reads said report at the Annual Meeting of members
- 15) As Immediate Past President serve on the Governing Board and chairperson of the Policy and Procedure Manual Committee

PRESIDENT ELECT

- 1) Acquaint himself with the duties of the office of President
- 2) Perform the function of the office of President in the absence or disability of the President
- 3) Attend all Executive Board Meetings and all state meetings of members
- 4) Attend the Annual Meeting of members, if at all possible
- 5) Serve as a member of the Finance Committee
- 6) Request suggestions from the Executive Board for appointees to the following Standing Committees for his term of President

Education: Four (4) active members (members serve (2) years)

Membership: Three (3) active members (Secretary serves as chairperson)

Finance: One (1) active member (Treasurer serves as chairperson, President, President Elect, and Immediate Past President serve as members)

Nominating: Appoint three (3) persons to the Nominating Committee; designating one (1) person as chairperson

- 7) Invite members, by letter, to serve on Standing Committees
- 8) After acceptances are received, notify each Standing Committee member of their appointment and the other members of the committee

PRESIDENT ELECT-ELECT

- 1) Shall serve in this office for one (1) year and shall at the end of said period automatically become President Elect of the Association. In the event of President Elect vacancy in said office, the President Elect-Elect shall serve for the term he would normally have served.
- 2) Shall attend all Executive Board Meetings, having voting power
- 3) Learn the duties of the President Elect
- 4) Assist in program planning for the Spring Workshop
- 5) Assume the position of President Elect, if necessary
- 6) Serve for one (1) year in this position
- 7) These and any other related or assigned duties

SECRETARY

- 1) Issue and mail the "call for meeting" of the Executive Board, for state meeting to members, and for any special meeting of the members
- 2) Arrange for all correspondence relating to the projects and the administration of the Association
- 3) Notify officers of their election
- 4) Enter in the proper books all resolutions and proceedings of the meetings of the Executive Board, of the state meeting of members, and any special meeting of the Association
- 5) Send a copy of all resolutions and proceedings of meetings to the members of the Executive Board within one (1) month after the time of such meetings
- 6) Keep a roster of the members of the Association
- 7) Serve as chairman of the Membership Committee, supervising the contacting of all new members and all dropped members within the state
- 8) Attend the Executive Board Meetings and all state meetings
- 9) Attend Annual Meeting of members, if at all possible
- 10) Secretary shall serve two (2) years
- 11) Report new state officers' name and address to National Headquarters by July 31st. (rebates will not be sent to state treasurer until report is sent)
- 12) Shall write letters of appreciation to all speakers and program participants following their program presentations
- 13) Shall send the President a copy of any correspondence received which should be brought to the attention of the President
- 14) Shall be the official delegate to the National Dietary Managers Association Annual Meeting, in the event the President Elect can not attend
- 15) Upon receipt of report of Nominating Committee, shall prepare and pass out ballots at spring workshop.
- 16) Send a copy of minutes of Executive Board Meetings to all board members within one (1) month of the meeting

SECRETARY DUTIES, CONTINUED:

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- 17) Shall keep a file with copies of all pertinent correspondence to be given to the new secretary at conclusion of term

TREASURER

- 1) Receive all monies from rebates, workshops, state meetings or contributions to funds
- 2) Pay out money only on original bills and vouchers approved by the President
- 3) Make an annual report to the Executive Board and the membership of the balances in the treasury
- 4) Be "bonded" to cover the amounts entrusted to his/her care; the expense of same to be borne by the treasury of the Association
- 5) Keep in proper books accurate accounts of all financial transactions of the Association. Said books open to inspection by the Executive Board at all times
- 6) Prepare the books for audit at the close of each fiscal year (May 31st)
- 7) Submit Form 990 to the Internal Revenue Department each year, by October 15th
- 8) Attend all state meetings and Executive Board Meetings
- 9) Attend the Annual Meeting of members, if at all possible
- 10) Serve as Chairman of the Finance Committee
- 11) Treasurer serves for two (2) years
- 12) Order state Past-President pins by August 15th each year

Note: State Associations receive a rebate from National Dietary Managers Association. State Associations are not permitted to charge a membership fee or membership dues. District Associations must abide by the rulings charged. Rebate sent to state Associations in October, December, February and April each year

DMA STATE SPOKESPERSON

PURPOSE: To influence state lawmakers, state government officials, and the public while acting in the best interest of the dietary managers and the Dietary Managers Association.

CRITERIA:

1. Must be an active, certified member in good standing;
2. Solicit and encourage participation from state DMA members on state legislative, regulatory and public relations efforts;
3. Commit time needed on short notice;
4. Good follow-through;
5. Good knowledge of the DMA philosophy and be able to assist others in understanding it;
6. Act as a chairperson of the Impact Team, holding at least two (2) meetings a year, provide minutes of meeting to the Chapter and Government Affairs Department;
7. Keep National office current on state regulations, pending legislation, allied association relationships, and any other issues concerning the chapter.
8. As needed:
 - a. promote dietary managers and DMA through public relations activities;
 - b. Develop relationships with state health departments, state legislators, regulatory agencies, allied associations, and the public;
 - c. Implement efforts to impact state initiatives, including but is not limited to letter writing, phone calls and visits to lawmakers, regulators, and allied associations;
 - d. Attend and testify at hearings as needed;
 - e. Meet with allied associations to create an alliance and build recognition of DMA;
 - f. Make presentations and speak in front of groups;
 - g. hold meetings with Impact Team members
 1. send notes and or minutes in to Chapter and Government Affairs Department.

TRAVEL CO-ORDINATER

1. Must be member who is active, certified and in good standing
2. Commit time as needed for board meetings
3. Good follow through skills
4. Explore all avenues for feasible travel
5. Co-ordinates travel for board members and officers to National meeting each year.

PROCEDURE FOR EXECUTIVE COMMITTEE MEETING

- 1 The president shall notify the Secretary of all Executive Committee Meetings. The Secretary shall notify all Executive Committee members of said meetings according to the regulations in MS DMA By-Laws
- 2) Regular scheduled meetings shall be held in conjunction with fall and spring membership meetings.
- 3) When deemed necessary the President shall call a special meeting of the Executive Committee, following the procedures as a schedule meeting.
- 4) Travel expense to these meeting shall be reimbursed to the President, President-Elect, President Elect-Elect, Secretary, Treasurer, Travel Co-ordinator, Spokesperson, Newsletter editor.

MEMBERSHIP COMMITTEE

1. The Secretary of the Association shall serve as chairperson of the Membership Committee
2. The chairperson shall be a member of the Executive Committee and the Executive Board and attend all meetings
3. The committee contacts members with dropped membership and encourages their re-instatement
4. The committee shall encourage new memberships and welcome and orient all new members to the Association
5. The committee shall keep an accurate and up-to-date listing of members at all times, and provide a written report routinely to the President, President Elect, President Elect-Elect, and Newsletter Editor
6. The committee shall assist the Annual Meeting Registration Committee by providing the chairperson with a current membership list
7. The chairperson shall prepare five (5) copies of a written report to be presented to the Executive Board and give one (1) copy each to the President, President Elect, President Elect-Elect, Secretary, and for the membership file. The files to be passed on to the next membership committee chairperson

TELLERS COMMITTEE

1. The chairperson of the Tellers Committee will receive all ballots from all elections of the Association
2. A called meeting by the chairperson of the committee will open and tabulate results of the ballots.
3. A written report of the results of the voting shall be sent to the President, President Elect, President Elect-Elect, and the Secretary; immediately after counting the ballots
4. The chairperson shall prepare five (5) copies of the written report and give the report at the Executive Board Meeting at the annual meeting of members; giving one (1) copy each to the President, President Elect, President Elect-Elect, Secretary and Tellers Committee file. This file is passed on to the next chairperson of the Tellers Committee
5. In case of tie vote, the Executive Board members can break the tie by secret ballot
6. Ballots must be held for one (1) year, in case of a challenge. Said ballots are to be sent to the Secretary

PUBLICITY COMMITTEE

1. Establish a formal meeting of the district publicity persons with the state Publicity Committee chairperson as coordinator/chairperson
 2. Develop statewide calendar for release of Dietary Managers Association information
 - a. local meetings
 - b. program for meetings (featured topic, speaker, etc.)
 - c. state news
 - d. national news that includes Mississippians
 3. Develop official format for use in preparing news items; check with feature writer of newspapers for acceptable form
 4. Collect and forward to chairperson of the Historical/Scrapbook Committee, all items of concern with Dietary Managers Association from the district and statewide coverage
 5. Present brief written report at annual board meeting
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PUBLICATIONS/NEWSLETTER COMMITTEE

1. The chairperson of this committee shall be a member of the Executive Board and attend all meetings
 2. Shall be responsible for editing the newsletter four (4) times yearly
 3. Shall send copies of the newsletter to all Mississippi Dietary Managers Association members, national DMA headquarters and others as approved by Board
 4. Shall be responsible for public relations which include publicity for the Association
 5. Shall secure information from Program Planning Committee chairperson regarding program and guest speakers for publication in the newsletter
 6. Make report on the activities of the annual meeting
 7. Shall prepare nine (9) copies of a written report to be presented to the Executive Board and give one (1) copy each to the President, President Elect, President Elect-Elect, Secretary, and five (5) district presidents
 8. Secure "spots" on local TV or radio stations to announce meetings
 9. Prepare script for all news releases to newspapers, TV or radio
 10. Send releases of Association activities of members to their local newspapers
 11. By unanimous vote, newsletter editor's expenses are to be paid in full to each National DMA meeting and to executive board meeting.
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NOMINATING COMMITTEE

1. The Nominating Committee shall consist of three (3) active members, one to be designated chairperson. The committee shall be appointed by the president
2. The chairman shall be a member of the Executive Board and attend all meetings
3. The committee shall be knowledgeable of the responsibilities of all officers
4. The committee shall designate annually at least two (2) active members candidates for the office of President Elect-Elect, Secretary or Treasurer
5. The committee will except nominations or volunteers from the floor at the fall meeting for officers designated. There will be no add on's after the nominating committee has closed the nomination.

At the Spring meeting if there is a reason that a candidate cannot run for office the committee will ask for nominations or volunteers from the floor for that office. The committee will close nomination for that office and then will vote. Members will vote by hand show or standing. Members may ask for the candidate to tell something about themself

6. By February 15th, the Nominating Committee should receive confirmation from nominees that the member will accept office, if elected. In some Instances, approval of Administrators must be obtained
7. The committee shall submit it's report in writing to the Secretary at least sixty (60) days after the Annual Meeting of members. The report shall be signed by a majority of the members of the Nominating Committee
8. Ballots will be passed out on the second day of state DMA meeting. Candidates will be introduced and their qualifications made known to the attending members. Ballots will then be marked and turned into nominating committee chairperson

The person receiving the highest number of votes cast for the office of President elect-Elect, Secretary, or Treasurer shall be elected to those offices

9. The chairperson shall make a written report, when applicable, and give report to the Executive Board, presenting one (1) copy each to the President, President-Elect, and Secretary

GUIDELINES FOR NOMINATIONS

The charge given to a Nominating Committee; that of picking qualified individuals to serve as officers of the Association; is the keystone of a strong, viable Association.

At the national level, a list of DESIRABLE QUALIFICATIONS FOR PROSPECTIVE ASSOCIATION OFFICERS was developed. Similar lists can be designated at the state level. This list is a valuable tool for the Nominating Committee and also for the current executive committee members. Reading the qualifications re-emphasises the qualities all should strive to reach and maintain.

EXPERIENCE:

1. Shall be an active Dietary Managers Association member of three (3) to five(5) years
2. Shall have been active on state level preferably in the office to which they aspire
3. Shall have knowledge of the Dietary Managers Association organization, it's purpose and objectives
4. Shall have supervisory experience in food service
5. Shall be CDM and CFPP in good standing

DESIRABLE ATTRIBUTES:

- *1. Genuine pride and demonstrated loyalty to your organization
2. Possess leadership capabilities
3. Ability to associate with supervisors and subordinates
4. Ability and willingness to communicate the desires and needs of fellow members to the governing board
5. Ability to think and act ethically in the interest of the entire membership above your own personal interest
6. Ability to foresee future problems in the organization
7. Be neat, clean, respectable, healthy and able to endure the pressure and rigors of your responsibility
8. Realization that you are representing a professional organization and that your actions, speech and appearance will reflect your organization
- *9. Initiate good rapport with allied organizations
10. Shall have a written understanding with your employer regarding absences enabling you to carry out your executive duties as an officer of Dietary Managers Association
- *11. Shall be able to devote sufficient time to the responsibilities of your office
- *12. Shall have the support of their family, allowing sufficient time away from home.

Policy and Procedure for Terminating a Volunteer

The work of DMA's chapters and districts are done by volunteers. There is no paid staff, so an individual cannot technically be "fired" from a volunteer position. However, if a volunteer is not fulfilling his or her duties, the national, chapter or district Executive Board has the right and responsibility to find a new volunteer to finish out the term.

The board must follow guidelines in terminating a volunteer's services:

- 1) Each volunteer position should have timelines that need to be met so that each volunteer knows when project deadlines are and if he or she can meet those deadlines.
- 2) Each volunteer has the right to know his or her responsibilities and the timeline in which he or she is to complete his or her tasks. This information should be given to the volunteer before he or she assumes their volunteer position.
- 3) If a volunteer fails to meet one deadline, the Executive Board should attempt to contact the volunteer and find out if help is needed. If the volunteer needs support, proper support should be given (i.e. if the Newsletter Editor needs someone to address and stamp the newsletters after it has been printed, volunteers should be sought for this). The volunteer who has expressed a desire for help should be given it.
- 4) A volunteer who fails to meet two or more deadlines, or misses two or more meetings without notifying a board member should be put on probation. Probation includes:
 - a. Written notice that deadlines have not been met;
 - b. A face-to-face meeting or phone call to the volunteer to make sure he or she understands the deadlines and his or her responsibilities;
 - c. Assigning a board member to keep in contact with the volunteer on a weekly basis to make sure deadlines are being met.
 - d. Depending on the volunteer duties, a timeline in which to meet deadlines should be established or termination will be sought.
- 5) If a volunteer fails to meet his or her responsibilities after this probation, the Executive Board may vote to terminate the volunteer and find a replacement.
- 6) Throughout this process, all communication (including e-mails, letters and phone calls) should be documented, including date and time, and a copy should be sent to the national Advocacy Department. If a dispute arises, the national office needs to know what has transpired.
- 7) If it is an Executive Board member who is not fulfilling his or her duties, the same process should be followed.

Money

To avoid problems with volunteer jobs that involve the exchange of money, the following guidelines should be followed:

- 1) Money should never be given to a volunteer directly to pay for a product or service before the product or service has been purchased.
- 2) Timelines should be established so that the volunteer has enough time to notify the treasurer to whom the check should be made out and where it should be sent. This will avoid problems of volunteers accepting money to complete a task and then not finishing it. For example, a member volunteers to develop a Web site for the chapter; the chapter gives the volunteer money to pay a vendor to develop the site,

but the site is never developed. Instead, the money should be paid directly to the vendor.

- 3) Maximum allowable charges should be established so that volunteers do not pay too much for a product or service. For example, if the maximum allowable fee for getting the newsletter printed is \$500, the volunteer should not be allowed to spend \$700 unless he or she has authority from the board prior to the printing.
- 4) If a volunteer must outlay money for his or her volunteer job (i.e. the membership chair must make phone calls and send letters using his personal phone and stamps), the volunteer should seek reimbursement after the job has been completed.
- 5) The chapter and/or district should have a reimbursement form with guidelines of what can be reimbursed. These guidelines should also include the maximum allowable rate of reimbursement for things such as hotel rooms, mileage and food.
- 6) Volunteers should be given blank reimbursement forms at the beginning of their term and should have a set number of days after an outlay in which to submit a reimbursement. For example, if a chapter president needs reimbursement for hotel expenses for a chapter meeting, he or she must turn in the reimbursement within 10 days after the meeting. This will avoid volunteers seeking reimbursement for an activity that happened a long time ago.

The key to all volunteer jobs is an understanding of what is expected and when. If a volunteer has not been given proper training, he or she cannot be expected to fulfill his or her duties correctly. Please make sure all volunteers have some sort of training and are comfortable with the job they are to do before they take over!

GUIDELINES FOR OUTSTANDING MEMBER FOR 35 YEARS SERVICE TO MS-DMA

1. Dues must have been paid.
2. Needs to be a certified member and in good standing.
3. This award should go to a member that
 - A. Has served as district and state office
 - B. Has volunteered time (expecting nothing in return) for projects that the MS-DMA has worked on or is working on
 - C. Is a roll model at the facility where they work and also with the Association
 - D. A member that is dedicated to our profession and still interested in the organization and has given a lifetime commitment
4. The person is one that has worked on an assigned committees with district and state
5. This person is one that has worked to make the organization the best it can be

PROGRAM PLANNING COMMITTEE

1. The President Elect serves as chairperson of this committee
 2. Plan program for the spring and fall state Association meetings
 3. Appoint sub-committees necessary for carrying out programs
 4. Help in planning any other programs and workshops during the year
 5. Submit to Treasurer a projected cost and request for advanced funds for the spring and fall meeting
 6. Secure prior approval of programs for "clock hours" from national headquarters
 7. Be responsible for formal sign-up sheets at meetings and return the said sheets to national headquarters within three (3) days
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SELECTIONS OF SITES FOR ANNUAL STATE MEETINGS

The initial letter of invitation must come from the President of a District Association and should be directed to the DMA President.

The President of the District Association will need to investigate available facilities and costs. This information is included in an invitation prepared for the Governing Board.

In addition, the district president needs to present the following information to the Governing Board one (1) month prior to the Annual Meeting:

- a. Meeting room facilities for 130-150 people and whether rooms could be arranged school-room style or auditorium style
- b. Availability of small conference rooms for seminars
- c. Availability of small conference rooms prior to Annual Meeting (for Governing Board, special committees, etc.)
- d. Number of sleeping rooms available in headquarters hotel
- e. Room rates and whether special rates are given
- f. Complimentary rooms for fall and spring program planning committee meetings
- g. Availability of educational tours
- h. Dates when facilities are available
- i. Confirmation of spring meeting will be announced at the fall meeting
- j. In order for a district to extend an invitation for the Annual Meeting, the district must have been organized and active for two (2) years
- k. President-elect chooses the site of the annual state meeting.

The Governing Board decides the place, time and registration fee for the Annual Meeting.