

Central Texas School Food Service Directors Association

Officer Guidelines

President

1. Oversee the business portion of the meeting
2. Set agenda to include new business, old business, secretaries and treasurers reports
3. Appoint standing committees
 - a. Scholarship Committee in September
 - b. Nominating Committee in September
4. Oversee all committees
5. Oversee officer's agenda meeting
6. Plan Manager's Seminar for August (this is the august that your tenure as president ends)

President- Elect

1. Oversee program part of the meeting
2. Present meeting date, time, and location for first meeting of the following school year (usually September w/ T20 show)
3. Acting liaison between committee chairpersons for planning and conducting programs and activities
4. Plan Director's Retreat

Secretary

1. Provide each member a copy of the previous meeting's minutes at the beginning of each meeting
2. Begin membership drive August 1
3. Send reminder of each meeting date, time and location to each member prior to meeting
4. Maintain the current membership roster to include contact information

Treasurer

1. Receive all membership dues, deposit within ten (10) days and forward all membership information to secretary
2. Maintain all financial data for a period of five (5) years
3. Maintain current year's financial records
4. Insure that checkbook is at all scheduled meetings
5. Maintain tax i.d. records
6. Insure Addendum to Certificate of Authority is signed at last scheduled meeting of school year and Due date of August 1st is met