

WASHINGTON SCHOOL NUTRITION ASSOCIATION

Job Description

Meals Chair

1. The Meals Chair arranges for all meals; time and place to be determined by Conference Program Chair with approval of Conference Committee.
 - a. Breakfasts and/or brunches
 - b. Area Luncheon
 - c. President's Banquet
2. The price of meals is to be determined by the Conference Committee with input from the Meals Chair and the Executive Director (Finance Chair). The total price of one registrant's meals should not exceed the registration fee.
3. The Meals Chair, subject to the approval of the Conference Committee, plans menus. The President should be consulted on the menu for the President's Banquet.
4. The Meals Chair works with the Executive Director to determine guaranteed numbers of meals based upon hotel requirements. According to WSNA Standing Rules, meal counts shall be submitted to the Conference facility at a **maximum** of 90% of the anticipated count, unless this conflicts with the contract with the facility.
5. The Meals Chair furnishes place cards at the head table for the President's Banquet from a list furnished by the President.
6. The Meals Chair oversees seat assignments for meals when pertinent.

Executive Director Duties in relation to Meals Chair:

1. Provides the Meals Chair with numbers of registrants and assists in determining meal counts to be submitted to the facility.
2. Executive Director arranges for all meals not directly related to conference (Board meetings, etc.)
3. Pass on information regarding special meal requests from the registrants.