ASNNA Board Position Descriptions

Purpose. These position descriptions complement the ASNNA Bylaws and Board-approved policies. If a conflict exists, the Bylaws govern.

General Expectations for All Board Members. Board members act in the best interests of ASNNA, actively participate in governance and strategic direction, prepare for and attend Board meetings, support Board decisions, maintain appropriate confidentiality, disclose potential conflicts of interest, and serve as ambassadors for ASNNA and the community nutrition and physical activity workforce. The responsibilities outlined in this document are not all-inclusive. Board members may be asked to take on additional duties as needed to support ASNNA's mission, operations, and organizational priorities, consistent with the ASNNA Bylaws and Board-approved policies.

2027 Inaugural Board Transition

The inaugural Board will inherit responsibilities currently distributed across ASNNA's Leadership Team. During the transition, duties may be reassigned among Board members, committees, contractors, or other support based on the new governance structure and Board-approved procedures.

ASNNA is transitioning from its current Leadership Team structure to a new Board of Directors. The inaugural Board will play an important role in completing this transition and establishing the foundation for ASNNA's future governance.

Board members elected in the inaugural election will participate in orientation and transition activities in January 2027 and will officially assume Board responsibilities on February 1, 2027. The current Leadership Team will continue in an advisory capacity, as able, through September 30, 2027 to provide continuity, historical context, and support as needed. Because this is ASNNA's inaugural Board, additional time and flexibility may be needed during the transition as responsibilities, committees, and operating procedures are established. Board members should be prepared to assist with evolving organizational needs throughout this period.

During the February-September 2027 transition period, the inaugural Board will help:

- Complete the governance, financial, administrative, and operational handoff from the current Leadership Team.
- Establish Board processes, policies, and operating practices under the new Bylaws.
- Provide direction on ASNNA priorities, partnerships, programs, finances, and ongoing work.
- Review and help finalize the future committee and member-engagement structure.
- Prepare ASNNA to begin its regular governance cycle on October 1, 2027.

Inaugural Board Terms

Because this is ASNNA's inaugural Board, some initial terms will differ from the regular terms described below. These one-time terms are intended to establish staggered Board terms and transition ASNNA to its regular October 1-September 30 governance cycle.

Position	Inaugural Term / Transition
President	Feb. 1-Sept. 30, 2027; current Chair transitions to President and becomes Immediate Past President Oct. 1, 2027
President-Elect	Feb. 1-Sept. 30, 2027; becomes President Oct. 1, 2027
Immediate Past President	Feb. 1-Sept. 30, 2027; current Immediate Past Chair may fill this transition role, if appropriate and available
Treasurer	Feb. 1, 2027-Sept. 30, 2028
Secretary	Feb. 1-Sept. 30, 2027; successor begins a regular two-year term Oct. 1, 2027
Director-at-Large 1	Feb. 1-Sept. 30, 2027; successor begins a regular two-year term Oct. 1, 2027
Directors-at-Large 2 & 3	Feb. 1, 2027-Sept. 30, 2028

Beginning October 1, 2027, ASNNA will move into its regular governance cycle. The position descriptions that follow explain the ongoing responsibilities and expectations for each Board role.

Presidential Leadership Succession

The President-Elect, President, and Immediate Past President positions form a three-year leadership succession, with one year served in each role.

President-Elect

Position Overview

The President-Elect supports the President, prepares to assume the presidency, and provides continuity in ASNNA's leadership. The President-Elect performs the duties of the President when the President is unavailable and takes an active role in Board priorities that prepare them for the following year.

Term

The President-Elect serves a one-year term, followed automatically by one year as President and one year as Immediate Past President.

Eligibility

- Must be an ASNNA member in good standing throughout the full three-year leadership succession.
- Must have prior involvement with ASNNA through a committee, work group, task force, Leadership Team, Board service, or other meaningful organizational participation.
- Must demonstrate relevant leadership experience within ASNNA or another professional or organizational setting.
- Must be willing and able to serve the full three-year leadership succession as President-Elect, President, and Immediate Past President.
- Must meet any additional eligibility requirements established in the Bylaws or election procedures.

Key Responsibilities

- Serve as a voting member of the Board of Directors.
- Perform the duties of the President when the President is absent or unable to serve, consistent with the Bylaws.
- Work closely with the President to learn the responsibilities, relationships, current priorities, and operations of the Association.
- Participate actively in Board planning, strategic direction, and organizational sustainability efforts.
- Assist with Board meeting preparation and follow-up as requested.
- Lead or participate in committees, task forces, special projects, or planning activities that support preparation for the presidency.
- Support Board member recruitment, orientation, and leadership development as appropriate.
- Represent ASNNA at meetings or with partner organizations when requested by the President or Board.
- Perform other duties assigned by the President or Board.
- Assist with planning Board and membership meetings, including agenda development, scheduling, and member communications, as assigned.
- Provide backup leadership by facilitating meetings, serving as an authorized representative or signer when designated, and stepping into presidential duties when needed.
- Support monitoring and routing of leadership communications during the transition, as assigned.

Estimated Time Commitment

Approximately 3-5 hours per month on average. Time may increase during major planning periods, elections, annual meetings, or special initiatives.

Transition Responsibilities

- Maintain regular communication with the President and intentionally prepare to assume the presidency.
- Before becoming President, review current Board priorities, strategic plan activities, finances, key partnerships, contracts, and outstanding governance matters.

President

Position Overview

The President is the chief elected leader of ASNNA and presides over the Board of Directors. The President provides leadership for the Association's governance and strategic direction and works in partnership with the Board and any staff, contractors, or consultants engaged by ASNNA to advance the Association's mission.

Term

The President assumes office through succession from President-Elect and serves a one-year term.

Key Responsibilities

- Preside at meetings of the Board of Directors and membership business meetings, as applicable.

- Work with the President-Elect and Association support staff/consultants to develop Board agendas and identify decisions requiring Board action.
- Guide the Board in advancing ASNNA's mission, strategic plan, annual priorities, and organizational sustainability.
- Help ensure Board decisions and resolutions are carried out and that responsibilities are appropriately assigned and followed through.
- Promote effective Board participation, accountability, and communication.
- Support orientation and leadership development for Board members.
- Serve as an official representative and spokesperson for ASNNA, or designate another representative when appropriate.
- Help cultivate relationships with national partners and organizations aligned with ASNNA's mission.
- Support appropriate oversight of contracts, finances, organizational risk, and legal/compliance responsibilities in partnership with the Treasurer and Board.
- Appoint or recommend committee, work group, or task force leadership as authorized by the Bylaws or Board.
- Address Board vacancies and other governance matters in accordance with the Bylaws.
- Perform other duties assigned to the President by the Bylaws or Board.
- Lead and facilitate membership business meetings and Board/leadership meetings, as appropriate.
- Maintain coordination and communication with key organizational partners and support providers.
- Review and authorize organizational position papers, formal requests, and other communications requiring Board leadership approval, consistent with Board policy.

Estimated Time Commitment

Approximately 4-6 hours per month on average, including Board meetings, preparation, email, leadership coordination, and follow-up. Time may increase during strategic planning, elections, major initiatives, annual meetings, funding activities, or organizational transitions.

Transition Responsibilities

- Work closely with the President-Elect throughout the year to prepare them to assume the presidency.
- At the end of the term, provide an organized handoff of current priorities, decisions, relationships, and outstanding work.

Immediate Past President

Position Overview

The Immediate Past President provides continuity, institutional knowledge, and counsel to the President and Board following completion of the presidential term. The role supports leadership transition and helps strengthen Board development and succession planning.

Term

The Immediate Past President serves a one-year term immediately following service as President and remains a voting member of the Board during that term.

Key Responsibilities

- Participate fully as a voting member of the Board of Directors.
- Provide guidance and historical context to the President and Board while supporting the authority of the current President.
- Support completion or orderly transfer of significant initiatives carried forward from the prior presidential year.
- Assist with Board leadership development, succession planning, and recruitment of future Board candidates.
- Support review of governance practices, Board roles, policies, and procedures as requested.
- Chair the Governance and Nominating Committee and support Board recruitment, nominations, succession planning, and governance activities. If the Immediate Past President is unable to serve in this capacity, the Board may designate another Director to chair the Committee.
- Participate in special projects or external representation when requested.
- Perform the duties of the President if both the President and President-Elect are unavailable, when consistent with the Bylaws.
- Perform other duties assigned by the President or Board.
- Provide guidance, historical knowledge, and mentoring to the President, President-Elect, and other Board members.
- Assist or step into leadership, facilitation, or authorized representative responsibilities when needed and permitted by Board policy.

Estimated Time Commitment

Approximately 2-4 hours per month on average, depending on governance, nominations, and transition activities.

Transition Responsibilities

- Provide the President with relevant historical information, files, and context without unnecessarily directing the new President's agenda.
- Help preserve organizational continuity and support onboarding of new Board members.

Treasurer

Position Overview

The Treasurer provides Board-level financial leadership and oversight for ASNNA. The Treasurer helps the Board understand the Association's financial position, supports sound financial policies and controls, and works with any accountant, bookkeeper, staff member, contractor, or consultant responsible for financial administration.

Term

The Treasurer serves a two-year term. Terms may be staggered with other Board positions to promote continuity.

Eligibility

- Must be an ASNNA member in good standing throughout the term.
- Must demonstrate experience or familiarity with budgeting, financial management, fiscal oversight, or other relevant organizational financial responsibilities.

- Must be willing and able to fulfill the financial oversight and reporting responsibilities of the position.
- Must meet any additional eligibility requirements established in the Bylaws or election procedures.

Key Responsibilities

- Serve as a voting member of the Board of Directors.
- Provide financial oversight on behalf of the Board and help ensure Board members receive understandable and timely financial information.
- Review financial statements, cash position, revenue and expenses, and budget-to-actual performance on a regular basis.
- Present or help present financial reports to the Board.
- Work with Association support staff/consultants and the Board to develop the annual budget and monitor performance against the approved budget.
- Support implementation and periodic review of appropriate financial controls, authorization procedures, and financial policies.
- Serve as an authorized signer or approver when required by ASNNA's financial policies and banking arrangements.
- Support oversight of tax filings, audits or financial reviews, insurance, contracts, and other fiscal compliance requirements as applicable.
- Help the Board evaluate the financial implications of major initiatives, funding opportunities, partnerships, and contractual commitments.
- Participate in development and review of policies related to financial management, reserves, restricted funds, reimbursements, and conflicts of interest as appropriate.
- Perform other financial duties assigned by the Board.
- Monitor ASNNA's banking system and account balances and ensure payments are reviewed and processed under approved financial controls.
- Coordinate with ASNNA's management company, accountant/bookkeeper, or other financial support providers on financial administration.
- Participate in or support the Finance Committee and other Board work involving financial oversight.

Estimated Time Commitment

Approximately 3-5 hours per month on average. Additional time may be required during annual budgeting, tax filing, audit/review, grant or contract activity, or fiscal year-end.

Transition Responsibilities

- Orient the incoming Treasurer to ASNNA's budget, financial reports, accounts, policies, contracts, filing requirements, and current financial issues.
- Coordinate timely updates to authorized account access or signatory responsibilities when needed.

Secretary

Position Overview

The Secretary supports the integrity of ASNNA's governance records and helps ensure that official Board and membership actions are accurately documented. Administrative support, if available, may

assist with meeting logistics or drafting, but the Secretary retains Board-level responsibility for the accuracy and maintenance of official governance records.

Term

The Secretary serves a two-year term. Terms may be staggered with other Board positions to promote continuity.

Eligibility

- Must be an ASNNA member in good standing.
- Must demonstrate strong organizational skills, attention to detail, and the ability to accurately document and summarize Board actions and decisions.
- Must be willing and able to fulfill the recordkeeping, meeting, and governance responsibilities of the position.
- Must meet any additional eligibility requirements established in the Bylaws or election procedures.

Key Responsibilities

- Serve as a voting member of the Board of Directors.
- Ensure accurate minutes are prepared for Board meetings and membership business meetings, including attendance, motions, votes, and key actions.
- Confirm or document quorum as appropriate.
- Coordinate review and approval of draft minutes and ensure approved minutes are retained in ASNNA's official records.
- Maintain or help maintain official governance records, including Board actions, resolutions, policies, and other records assigned to the Secretary.
- Receive and document formal notices or resignations when required by the Bylaws or Board policy.
- Support election and voting procedures as assigned, including verification of records or results when appropriate.
- Help ensure required notices for Board or membership meetings and votes are documented and provided in accordance with the Bylaws.
- Assist with maintaining an accurate record of Board terms, officers, and governance actions.
- Perform other duties assigned by the President or Board.
- Support internal Board and committee communication and route leadership or finance-related requests to the appropriate person or group.
- Monitor designated organizational email or communication channels, route inquiries appropriately, and document follow-up timelines when assigned.
- Take or coordinate meeting notes and maintain documentation needed for Board follow-up and organizational records.

Estimated Time Commitment

Approximately 2-4 hours per month on average, including Board meetings, preparation, minutes review, and records management. Additional time may be required around elections, membership votes, or major governance actions.

Transition Responsibilities

- Provide the incoming Secretary with current minutes, governance records, templates, calendars, and information about pending actions or required notices.

Directors-at-Large

Position Overview

Directors-at-Large are voting members of the ASNNA Board who contribute broad perspectives, subject-matter expertise, and leadership capacity to advance the Association's mission and strategic priorities. They share responsibility for governance of the organization rather than representing only a particular employer, program, state, or constituency.

Term

Directors-at-Large serve two-year terms. Terms are staggered with other Board positions to promote continuity. The number of Directors-at-Large is determined in accordance with the ASNNA Bylaws.

Eligibility

- Must be an ASNNA member in good standing throughout the term.
- Must demonstrate experience, knowledge, or involvement in an area relevant to ASNNA's mission, such as community nutrition, nutrition education, physical activity, public health, policy, administration, partnership development, communications, or evaluation.
- Must be willing and able to actively participate in Board governance and support ASNNA committees, work groups, or strategic priorities as assigned or agreed upon.
- Must meet any additional eligibility requirements established in the Bylaws or election procedures.

Key Responsibilities

- Serve as a voting member of the Board of Directors and fulfill the fiduciary and governance responsibilities of Board service.
- Prepare for, attend, and actively participate in Board meetings and decision-making.
- Help advance ASNNA's strategic plan, annual priorities, and organizational sustainability.
- Serve as a Board liaison of at least one committee, work group, task force, or priority initiative as assigned or agreed upon, including service on the Governance and Nominating Committee if appointed by the Board.
- Encourage member participation and help identify opportunities for members to contribute to ASNNA's work.
- Bring relevant workforce, program, partnership, and community perspectives to Board discussions while acting in the best interests of ASNNA as a whole.
- Support membership development, partnerships, professional development, advocacy/education activities, communications, funding, or other strategic priorities based on Board needs and the Director's expertise.
- Represent ASNNA externally when requested by the President or Board.
- Assist with recruitment and development of future Association leaders.
- Perform other duties assigned by the President or Board.
- Support member and external communications, including newsletters, policy updates, membership inquiries, website updates, or other communications based on Board assignments and expertise.
- Help document standard work and organizational processes, including transition procedures, communication between work groups and Board leadership, and coordination with management or support firms.

- Support membership assessment, onboarding/tutorial resources, and other member-engagement systems as assigned.
- Work collaboratively with other Board members to distribute committee assignments, special projects, and organizational responsibilities based on individual expertise, interests, and ASNNA's priorities, as determined by the Board.

Estimated Time Commitment

Approximately 6 - 8 hours per month on average, including Board meetings, preparation, committee or project work, and email. Time may vary based on committee assignments and major Association initiatives.

Transition Responsibilities

- Provide a brief handoff of committee, project, or liaison responsibilities at the end of the term and assist with onboarding a successor when appropriate.