

**Minnesota School Nutrition Association**

**Industry Advisory Board Policy & Procedures**

1. **Purpose:**

The Industry Advisory Board (IAB) supports MSNA’s mission and vision by providing input and recommendations to the Association from an Industry perspective and serves as liaisons to the industry membership in support of the Priority Issues of the association. The IAB shall promote interaction and mutual cooperation between industry and members of MSNA.

1. **Membership:**

The IAB shall have a total of eight (8) members.

1. Industry Representation
2. There shall be six (6) industry representatives on the IAB.
3. Industry membership shall break down as follows:
4. Six (6) members with a *minimum* of one per category from food distribution, food broker, food manufacturing firm, equipment, and other.
5. The standard terms shall be three (3) years in length.
6. Terms shall be spaced so that not all Industry positions are replaced every three (3) years.
7. MSNA Representation
8. There shall be two (2) MSNA representatives on IAB
9. MSNA representatives shall break down as follows:
	1. One Executive Director of MSNA and one Industry Chair of MSNA
10. MSNA representatives will serve on IAB as long as they are in an eligible position.
11. All members of the IAB have full voting privileges. The MSNA Executive Director shall be a nonvoting member.
12. **Criteria for Industry Representatives to be Placed on the IAB:**
13. Their company shall be a member of MSNA in good standing
14. Have served on a MSNA committee for a minimum of one (1) year
15. The person must be approved by a majority of the current IAB membership in attendance at the IAB board meeting designated for appointment (meeting prior to SNIP (School Nutrition Industry Partnership Conference)
16. **Nominating Procedure for Industry Representatives:**
17. New member nominations and selections are to be completed at the meeting prior to Annual Conference.
18. New members are to be announced at the Annual Conference.
19. New terms officially begin with the first IAB meeting after the Annual Conference but involvement will be encouraged immediately following selection.
20. Outgoing board members will remain through the Annual Conference.
21. **Officers:**
22. A record of those in attendance and those absent will be retained as a part of the minutes.
23. The Chair shall send out a meeting announcement and agenda at least one (1) week prior to all scheduled meetings.
24. **Member Obligations:**
25. To attend all scheduled IAB meetings.
26. In the event of unavailability, a member should contact the Chair in advance.
27. To attend and help coordinate all IAB sponsored events.
28. To promote and support MSNA and school food service.
29. **Member Removal:**
30. Any member that fails to fulfill their obligations may be removed from the IAB by a ¾ majority of the current IAC memberships in attendance at the meeting.
31. Reasons for removal would be absence from two or more IAB meetings, failure to support IAB principles, failure to attend and support IAB sponsored activities, failure to support the principles of MSNA, and employment with a non-eligible employer.
32. Upon the removal of a member prior to the conclusion of their term, a new member shall be nominated and selected to complete the term by a majority of the current IAB membership in attendance at the meeting and communicated to the MSNA board
33. **Member’s Seat Ownership:**
34. As the industry members were appointed the representative that changes employment during the course of their term will retain their seat as long as they remain active with MSNA and their new employer is an eligible member of MSNA
35. If a member cannot or will not retain their seat, the representative’s employer shall have first opportunity to propose an eligible nominee for the completion of the term. The transfer of the position to the proposed member shall be accepted by a majority vote of IAB membership.
36. If the company does not want representation, the IAB will nominate and select another candidate.
37. **Term Limitations:**
38. No industry representative, or company shall serve two (2) full consecutive terms unless there are no new interested candidates and/or approved by a majority vote.
39. No company shall ever have more than one (1) representative on the IAB at any given time.
40. An industry representative can be re-appointed to the IAB after an absence of at least one (1) year.
41. An industry representative that has completed an unexpired term, is immediately eligible for a full three (3) year term if they have served less than eighteen (18) months of the unexpired term.
42. **Financial Status of IAB:**
43. The IAB shall be a line item on the MSNA annual budget.
44. Any financial activities of the IAB must be MSNA Executive Board approved.
45. The IAB will not be a financial burden to MSNA.
46. **General Responsibilities of the IAB:**
47. Enhance communications between industry members and MSNA
48. Provide feedback and recommendations on Annual Conference (AC) to the leadership of MSNA
49. Recommendations on the exhibit hall procedures and management
50. Recommendations for AC workshops and breakout sessions for both exhibitors and members
51. Recommendations/strategies for improving and growing the Annual Conference
52. Provide feedback and recommendations on the SNIP Conference to the leadership of MSNA
53. Serve as a sounding board for new programs under consideration
54. Recommend new ideas for association programs and projects
55. Participate in strategic issues management process as assigned
56. Promote membership in the Association
57. Encourage industry participation in legislative priority issues
58. Host a minimum of one industry forum to solicit input on MSNA hot topics
59. **Meetings:**
60. A minimum of two (2) “live” meetings will be held, first meeting of the year and at SNIP conference
61. Additional meetings will be held at the discretion of the Chair and will be a combination of “live” meetings and web based meetings.
62. **Policy and Procedure Changes or Revisions:**
63. These policies guidelines may be amended by a majority of the IAB membership and acceptance by the majority of the MSNA Executive Board.
64. Upon acceptance, they will be placed as a permanent record in the MSNA Policy/Procedure Manual.