




**DIETARY MANAGERS
ASSOCIATION**

MISSOURI

Policy and Procedure
Manual

This Missouri DMA Policy and Procedures Manual is the property of Missouri DMA.

Upon completion of your term it must be returned to the Missouri DMA Executive Board.

Failure to return in good condition will result in your District being charged for all costs involved in replacement including any postage.



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**DIETARY MANAGERS
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How to use this Manual

How to use this Manual

The purpose of this manual is to assist State and District officers during their term of office. Information can be found relating to DMA and to clarify the many questions asked by the membership. Procedures have been written and included within.

As new procedures are created and old ones revised it will be the responsibility of the current President and Secretary to include them in this manual. As created and approved by the Board each procedure will follow the one before it and numbered accordingly.

Remember to keep your State and District members informed of all current issues relating to local meetings, seminars and miscellaneous business.





DMA Officer Manual Record Keeping

MISSOURI

Policy: Number 0001

Purpose: To provide uniform information for officers.

Procedure:

1. Present a copy of Missouri Policy and Procedures and Bylaws (CD or Printed) to State Board Officers during installation ceremony.
2. This copy is to be returned so it may be passed on at the next installation ceremony.
3. In the case that a copy is not returned. The member's district will be responsible for all costs involved in replacement. This will include cost of reproducing and mailing charges.

Effective Date: April 2005

Authorized By: MO DMA Executive Board



DMA is . . .

MISSOURI

Dietary Managers Association is . . .

- ❖ The professional association for Dietary Managers. It recognizes and promotes standards of competency through education and experience.
- ❖ An organization of some 14,000 members nationally. It was founded in 1960 with just 72 members. Through a solid footing and sound purpose, DMA has grown dramatically.
- ❖ Represented by its members in healthcare, elderly feeding, schools, resident camps, correctional facilities, etc.

DMA MISSION STATEMENT:

Dietary Managers Association is a professional association which provides the opportunities to advance the skills for managing and or directing food service operations, to promote the recognition of the competence of the Dietary Manager and to assist the individual member toward achieving the greatest possible personal potential.

ADVANTAGES OF MEMBERSHIP:

Dietary Managers must keep up-to-date on a variety of issues in order to perform effectively in food service management. The DMA offers a wide range of continuing education activities which assure continued educational, professional and personal development.

Benefits of DMA Membership:

- ❖ Develops leadership skills through involvement
- ❖ Provides current information through its newsletter
- ❖ Provides representation in Washington, DC to monitor legislative activity affecting Dietary Managers
- ❖ Provides a variety of continuing education opportunities including on-campus courses



Date:
Contact:

Dietary Managers—“Proud of What We Do”

February _____ has been designated “Pride in Food Service Week” by the Dietary Managers Association. This week applauds dietary managers and other members of the foodservice team for their hard work and dedication on the job.

The Dietary Managers Association is an organization exceeding 15,000 members dedicated to excellence in the foodservice industry. DMA members work in hospitals, long-term care centers, schools, correctional facilities and other non-commercial settings. There are _____ dietary managers in *Missouri*.

70% of dietary managers have earned the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credentials. These individuals have completed an approved training program, 150 hours of supervisory experience, and successfully passed a credentialing exam. Once Certified Dietary Managers have earned the CDM, CFPP credentials, they must maintain this certification through 45 hours of continuing education hours every three years.

Dietary managers are trained in understanding the basic nutritional needs of their clientele, and are responsible for purchasing, storing, preparing and delivering balanced meals, three times a day, 365 days a year.

Pride in Food Service Week is celebrated in various educational and entertaining ways—from cholesterol testing and special menus—to poster contests in schools, spotlighting food service workers on bulletin boards and dietary trivia contests. It proudly salutes food service departments in local community facilities for their professional efforts and vital services given throughout the year to citizens young and old.



**DIETARY MANAGERS
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Benefits of Membership

- ❖ Offers advantageous premium rates on insurance plan
- ❖ Provides a job exchange service to assist members in locating a position
- ❖ Offers identification insignia for DM's, CDM's and CDM-CFPP's
- ❖ Provides opportunity for peer contact
- ❖ Offers an annual meeting to provide professional enrichment
- ❖ Provides an annual exposition of the latest offerings in food service products and equipment
- ❖ Provides District and State meetings/workshops
- ❖ Provides convenient telephone access to DMA National office by toll-free "800" number and e-mail
- ❖ Provides participation in the national salary survey
- ❖ Offers discounted rates with Alamo Car Rental





Types of Membership

Types of Memberships

❖ **Active Membership**

The Active Member receives full benefits, including the right to vote and hold office. A member bears the designation Dietary Manager.

Requirement:

1. Any individual who has completed an approved Dietary Manager training program;
or
2. Any individual who has passed the credentialing examination.

❖ **Associate Membership**

The Associate Member receives all benefits except for the right to vote or hold office.

Requirement:

Any individual who holds a two-year associate degree, bachelor or advanced degree in food service, healthcare or related field.

❖ **Student Membership**

The Student Member is added to the association's mailing list to receive all newsletters and meeting information. The Student Member may not hold office, vote or chair a committee. This membership is maintained only until graduation.

Requirements:

- Any individual currently enrolled in an approved Dietary Manager Program, **And:**
1. Must submit a DMA Student Membership application
 2. Must have verification of student status by the program director/instructor, **And**
 3. Must submit appropriate fees.



Types of Membership cont.

MISSOURI

CERTIFICATION:

Certification is available to DMA members and qualified non-members, through successful completion of the credentialing examination. Once an individual has applied for certification with DMA, he/she must earn 45 continuing education clock hours every three years (5 being Sanitation) in order to maintain certified status.





Dietary Manager Defined

MISSOURI

Definition of a Dietary Manager . . .

Directs and coordinates food service activities of hospital, nursing home or related facility: Confers with DIETITIAN to ensure that menus and department policies conform with nutritional standards and government and establishment regulations and procedures. Reviews patient diet information and discusses requests, changes, and inconsistencies with patients, professional staff and/or resident food committee. Plans and coordinates through subordinate supervisor, such as KITCHEN SUPERVISOR, standards and procedure of food storage, preparation, and service; equipment and department sanitation; employee safety; and personnel policies and procedures. Inspects food and food preparation and storage areas, using thermometers and knowledge of health and sanitation regulations. Tastes, smells, and observes food to ensure conformance with recipes and appearance standards. Attends meetings with employees, union establishments, administrative, and/or regulatory personnel to discuss regulation, procedures, grievances and recommendations for improving food service. Computes operating costs for own information and for information of administrative personnel. May be required to have competency certificate. (As printed in the Dictionary of Occupational Titles, 4 Ed., 1986).



Dietary Manager Tasks

MISSOURI

List of the Most Important & Regularly Performed Tasks:

1. Collaborates in gathering nutritional data from patients/clients and identifying dietary needs.
2. Manages implementation of dietitian's nutritional plans or dietary order from physicians.
3. Develops and manages appropriate food services for patients/clients
4. Collaborates in nutritional education programs for patients/clients and families.
5. Manages food facility personnel, including hiring, supervision and evaluation.
6. Develops plans/procedures for food facility and its personnel.
7. Collaborates in developing external relations of facility with outside groups.
8. Manages kitchen supplies and equipment using safety, sanitation and efficiency principles.
9. Manages food production and distribution services.
10. Collaborates in management of facility business operations, e.g. purchases, meal costs, wages.

The first step toward recognition is to do a good job for your employer.

**The second step is to have a good job description.
Encourage your members to use this page as a basis for their job description.**



Standards of Conduct for the Volunteer Leader

MISSOURI

Reflect my pride in my active membership in Dietary Managers Association by wearing my pin and emblem and displaying my certificate.

Use only legal and ethical means in all Association activities.

Promote and encourage the highest level of ethics within the industry and the profession.

Refuse to engage in, or countenance, activities for personal gain at the expense of Dietary Managers Association, the industry or profession.

Maintain loyalty to Dietary Managers Association, and pursue it's objectives in ways that are consistent with the public interest.

Serve all members of Dietary Managers Association impartially. Provide no special privilege to any individual member, and accept no personal compensation from the association, a member or a vendor except with the knowledge and consent of my Association's Executive Committee.

Cooperate in every reasonable and proper way with allied association's elected and appointed leaders and work with them in the advancement of the Dietary Managers Association, the industry and the profession.

Recognize and discharge the responsibility of my elected or appointed office upholding all rules and regulations relating to the Dietary Manager Association's bylaws and policies & procedures.

Maintain the highest standard of personal conduct.



I Will Serve Form Procedure

MISSOURI

Policy: Number: 0002

Purpose:

The "I Will Serve" Form will be published in the Spring or Fall Newsletter each year. Any interested members will fill out the form and mail it to the current President, who will pass on to the nominating committee chairman.

The name, address, state, zip code will need to be added to the form and changed as the officers change each year.

Recommended By: Marcia D. Shannon, CDM

Effective Date: April 1990

Authorized: MO DMA Executive Board

Date of Review: April 1990, April 1991, April 1996, January 2005





Volunteer Interest Form

In the coming year, would you allow your name to be placed on the ballot for the office of:

President-elect Secretary Treasurer

Would you be willing to serve on a committee?

Education/Membership Nominating
 Impact Team/Legislative Tellers
 Newsletter Vendor/Expo
 Scholarship Program
 Travel Ways & Means

District level officer _____ Dist # _____

In the coming year, what would you like to see accomplished or changed at the district, state or national level?

**If you have any questions about serving as an officer or on a committee, please contact:
President-Elect:**

Name: _____ Member #: _____

Address: _____

Facility Name: _____ Your Title: _____

Administrator's Name: _____

Work Phone #: _____ Home Phone #: _____

Fax #: _____ e-mail: _____



Duties of the State President

MISSOURI

1. Immediately after election, talk to the incoming officers and decide what needs priority attention.
2. Decide what steps need to be taken to get that job done. The steps which need to be taken are the duties which you will assign to your committees.
3. The Chairman of your Membership, Education and Program Committees receive a copy of the Volunteer Manual from National.
4. HELPFUL HINT: Delegate duties to your committee members. You are responsible for checking that jobs get done—inform committees of deadline dates.
5. Distribute information to your districts. All letters and membership lists should be shared with your districts. Inform your districts of pertinent information that occurs at your executive board meeting.
6. Initiate dates for meetings of your executive board and for your state meetings and workshop
7. Write an agenda for all executive board meetings and all business meetings. Ask members for suggestions, and add these items to the agenda. Each meeting should accomplish a purpose.
8. Chair all meetings.
9. Follow “Robert’s Rules of Order Newly Revised” in conducting your meeting.
10. You are responsible for your committees. Get acquainted with your state by laws and policy & procedures.
11. Serve as counsel to the Nominating Committee, prior to their meeting.
12. Appoint a Teller’s committee to count the election ballots and to notify all candidates of the election results.
13. Serve on the Finance Committee.
14. Keep your membership informed through you newsletters.
15. Forward all required information to headquarters — check your calendar of events. Use your State Achievement Award checklist as a reminder of what needs to be done.
16. Make certain that your State Association sends a delegate to the National Convention.
17. Appoint a Legislative Committee. Distribute the enclosed legislative information to the Legislative Committee Chairperson.



DIETARY MANAGERS
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The AGENDA

The AGENDA . . .

An Instrument of Effective Leadership

The committee or board meeting is a central fact of Association life, and the agenda is the central device for planning and managing a good meeting. An effective agenda is an instrument of effective leadership.

Every meeting runs smoother and business is conducted in a more organized manner if an order of business is used and the presiding officer has prepared an agenda. This assures that proper and adequate attention is given to all matters pertaining to the business of the Association. Items are presented and discussed in logical sequence, allowing the presiding officer to advance the discussion according to a predetermined time frame.



**DIETARY MANAGERS
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Sample Agenda

**MICHIANA
DIETARY MANAGER ASSOCIATION
STATE EXECUTIVE BOARD**

Place of Meeting: Middletown Hospital Cafeteria

Date of Meeting: February 16, 2005

Time of Meeting: 6:30 pm to 8:30 pm

6:30 pm: **Call to Order**
Roll Call
Reading of Minutes

Treasurer's Report: Review procedure for requesting reimbursement.

Correspondence:

Reports:

President's Report: Recap of conversation with John Jones, President of Nursing Home Administrators Assn.

Newsletter Editor: Must locate a new printer

Group Travel: Cost of bussing to Pittsburgh in August

Education: Report supplied in pre-meeting packet

**Special Task Force to
Define District Boundaries:** Progress?

Unfinished Business:

Scholarships: Need procedure for selection of recipients

Revision of procedures manual: Progress?

New Business:

Scheduling of Skill: Can we use as program for fall 2005

Builder Workshop



Sample Agenda cont.

Invitation from NW District: Is it NW District's turn to host fall 2006 meeting?

Processing new members: SW District is not receiving names of new members — check with others who should be receiving this information
Names/addresses

Career Day at Centerville:

Announcements:

Next Meeting: April 1, 2:00 pm, Centerville Hospital Meeting Room

Reminder: Read Dietary Manager and Volunteer Leader

Adjournment:

- It is so important for the President be well prepared in advance of the meeting. A successful meeting cannot be conducted otherwise.
- The President should prepare the agenda far enough in advance so that the Secretary can send copies to the executive board members along with any pre-meeting notice which should be mailed 10 days to 2 weeks in advance of the meeting. This gives the board members time to review the agenda and prepare for their participation as well as remind them to write their reports.



Date:
Place:

I. Call to Order

Roll Call
Reading of Minutes- Secretary
President's Report-
President Elect Report-
Treasurer's Report-

II. District Reports

District 1-
District 2-
District 3-
District 4-
District 5-
District 6-
District 7-
District 8-

III. Committee Reports

Education Committee-
Membership Committee-
Program Chair Committee-
Expo-
Ways and Means Committee-
Legislative Impact Committee-
Newsletter Editor-
Webmaster-
Travel -
Nominating Committee-
Tellers Committee-

IV. Old Business

V. New Business

Policy and procedure updates/review
Communication
Program Budget/ Guidelines
District Participation

VI. Open Floor

Adjourn

Missouri



Name of Meeting:
Location of Meeting:
Date of Meeting:

Meeting was called to order at:

Roll Call: _____ (name) _____ (position) Present/Absent

President's Report:

President-elect's Report:

Secretary's Report:

Treasurer's Report:

Committee Reports:

Old Business:

(Prior to meeting check minutes of previous meeting for items needing to be addressed. If any votes are taken, record what the vote was and how many voted in favor and how many opposed. Note if action passed or failed.)

New Business:

(If any votes are taken, record what the vote was and how many voted in favor and how many opposed. Note if action passed or failed.)

Next meeting is scheduled for (date and location):

_____ Meeting was adjourned at: _____



DIETARY MANAGERS
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How to construct an Agenda

How to go about constructing a good agenda:

List all essential and required reports your officers should make.

List all essential and required reports your committee chairmen should make.

Read through the minutes of last meeting . . .

 List all topics that were tabled at the last meeting

 List all topics that noted action was to be taken

 Follow up on these

 List all topics of continuing interest

Read through your membership correspondence — determine if there are any requests for board action, board discussion or board information

Think back over your conversation with members, officers and chairpersons to determine if there are topics of concern that need to be discussed.

Search your own thoughts and ideas for topics that should be placed before the board.

SAMPLE AGENDA

Call to Order
Review Past Minutes
Officer's Reports
IV. Committee Reports
New Business
VI. Adjourn



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How to construct an Agenda cont.

Officers' Reports

Except for the Treasurer, officer reports may be called for only at annual meetings when an officer completes his/her term of office.

Committee Reports:

These reports are given by each Committee Chairman. A written copy is given to the Secretary to be attached to the official minutes. No action (that is, acceptance, rejection, motion or vote) is taken on these reports unless they include a recommendation. Then action is necessary on the recommendation. Some of these reports may bring up topics that are included under old or new business. It may be expedient or beneficial to continue the discussion and resolve or take action on that business at this time rather than delaying it till later.

Reports of special committees, ad hock committees and task forces should be called for at this time. The Secretary should also receive a written report from the Chairman. When these committees have completed the work they have been assigned, they are automatically dissolved after the final report is given.

Unfinished Business:

Also known as "old business". This is business left over or left unfinished from the last meeting. It also includes business postponed by motion. The minutes from the last meeting will show if there is any unfinished business.

New Business:

The President or any Board Member may introduce new business here. Board members are strongly encouraged to call the President prior to the meeting and request that specific topics they feel need to be discussed be placed on the agenda.

Before any discussion can be conducted about the item of "new business", a motion must be made. This clearly places before the group what it is that is to be discussed. The member says, "I move that . . ." (we hold our spring meeting on April 23 and 24) or etc. This motion requires a second before debate or discussion can begin.



MISSOURI

How to construct an Agenda cont.

Announcements:

The President informs the members of miscellaneous subjects or events that are beneficial for them to know.

Adjournment:

Adjournment is usually accomplished by a general consent of those present. The President says, "Is there anything further to come before us? (pause) If not, we are adjourned."

Now . . . Let's place your handwritten notes into an Agenda Format:





Meeting Management

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Checklist on Meeting Management

- Start on Time
- Be a good host. Make sure everyone is introduced and acquainted.
- Start with a clear statement of the objectives of the meeting and what is to be accomplished.
- Review the facts. Take time to lay the groundwork before getting to specific suggestions on each agenda item.
- Encourage participation. To initiate discussion, direct a challenging question to a member or to the group
- Remember that members of a committee are well informed in certain areas and not in others. Some of their thinking may be based on opinions and not on facts. Evaluate these on the basis of the individual's background and experience.
- Keep the meeting moving.
- Keep members on the subject.
- Summarize major points during the source of a meeting. This will facilitate orderly progress through the discussion.
- Pay attention to factors which may be affecting relations between members.
- Talk to the group as a whole. Avoid a prolonged speech directed to one person. Search for reaction to what you're saying.
- When someone else is talking, listen and indicate your reaction. A member needs the recognition you can give by an honest reaction, either positive or negative.
- If there is a lack of interest, consider a brief recess.



Meeting Management cont.

MISSOURI

- Solicit opinions and experiences, especially when disagreements occur.
- If you sense trouble, break off the discussion or argument and revert back to work on the facts and direct experiences.
- If you're losing attention, direct a question or step up the meeting pace.
- Try to draw out silent members, direct an easy question to these members or ask for an opinion on a relatively easy matter.
- If there is domination by one or more members, direct thought provoking questions, ask for their cooperation or give them a special assignment.
- Adjourn on time.





DIETARY MANAGERS
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Parliamentary Procedure

The following is a brief explanatory outline of parliamentary procedure.

Order of Business

Call to Order — A quorum (the number of members who must be present to conduct business legally) must be previously set and presently met.

Minutes — from the previous meeting must be presented and accepted.

Financial Report — presented and discussed.

Committee Reports — presented and discussed.

Unfinished Business — presented and discussed.

Adjournment.



**DIETARY MANAGERS
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Making Motions

Steps in Making a Motion

1. Member rises and addresses the chair, “Mr. President” or “Madam President.” If someone other than the president is presiding, “Mr. Chairman” or “Madam Chairman” is appropriate.
2. Chairman recognizes member. Chairman will either call the member’s name or merely nod his head.
3. Member states motion. “I move the _____” is the only proper terminology for stating a motion. Brief explanatory remarks immediately preceding “I move the _____” are generally helpful but must not take the form of a discussion.
4. Another member seconds the motion by simply stating “Mr./Madam Chairman, I second the motion.
5. Chairman repeats motion. “It is moved and seconded that _____” and “the motion is now open for discussion.”
6. Discussion. The presiding officer may provide information but must refrain from debate while occupying the chair. If she/he wishes to participate in debate, she/he must leave the chair. Debate may be terminated by members calling for “previous question” and then the presiding officer should re-sate the current motion.
7. Vote. Presiding officer calls for affirmative and negative votes. Several voting methods can be used: 1. Voice, 2 Show of hands, 3. Roll call, 4. Ballot, or 5. General consent. The chairman may only vote when a secret ballot is used, to break a tie or to make a tie. A tie vote defeats the motion.
8. Announcement of vote. Presiding officer announces whether the motion is carried or lost. The results of any counted vote must be recorded in the minutes.

Kinds of Motions

1. Privileged Motions — These motions are most urgent and not debatable. They are about special or important matters not relating to pending business. Examples are: To fix the time at which to adjourn; to recess.
2. Subsidiary Motions — These motions are to change or affect how the main motion is handled and are voted on before the main motion is handled and are voted on before the main motion. They are always applied to another pending motion, to aid in treating or disposing of it. Examples are: to lay on the table; to amend; to postpone indefinitely.
3. Main Motion — These motions introduce a subject to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.



Kinds of Motions

MISSOURI

4. Incidental Motions — These are questions concerning procedure or conduct that arise out of other motions. They must be considered before the other motion.
5. Unclassified Motions — Any motion which does not fall into one of the above named categories.

Information in this article is taken from the following sources:

Association Management, April 1982

Meeting Place, April 1984



Member of the Year

Policy: Member of the Year

Number: 0009

Purpose:

To recognize an outstanding member who has demonstrated a high level of interest and participation in our association.

Procedure:

1. Each year at the Spring meeting a member will be recognized and presented a plaque.
2. Names may be submitted to any member of the Executive Board for consideration. Also forms are passed out at the Fall meeting to be filled out and sent to the President
3. The names submitted will be reviewed and voted on by the Executive Board at the Winter Executive Board Meeting.
4. The decision of the board is final.

In addition to recognizing one outstanding member the board would like to recognize years of service in 5 year increments beginning with 5 years. A certificate will be presented at the Spring business meeting to those who are in attendance.

Reviewed and retyped by Sue Wilkins October 2004
Updated Winter 2005
Revised Spring 2006



MEMBER OF THE YEAR AWARD

MEMBER NAME: _____

DISTRICT: _____

CRITERIA FOR NOMINATION (check all that apply)

_____ Active in District meetings/activities. Describe how:

_____ Active in State meetings/activities. Describe how:

_____ Encourages others to participate in DMA. Describe how:

_____ Encourages Vendors to participate in DMA. Describe how:

_____ Is supportive of DMA projects/fund raisers. Describe how:

_____ Promotes DMA within the community. Describe how:

Tell other reasons why this nominee should be considered for member of the year:

Nominator: _____ District _____ Turn forms in to the **President-Elect** by **December 15th**. A recipient will be selected at the Winter Board meeting.



Missouri

*In Recognition for 5 years of
Membership
to the Dietary Managers Association
Your outstanding dedication is greatly
appreciated*

President Missouri Dietary Managers

Date



Missouri

*In Recognition for 10 years of
Membership
to the Dietary Managers Association
Your outstanding dedication is greatly
appreciated*

President Missouri Dietary Managers

Date



Missouri

*In Recognition for 15 years of
Membership
to the Dietary Managers Association
Your outstanding dedication is greatly
appreciated*

President Missouri Dietary Managers

Date



Missouri

*In Recognition for 20 years of
Membership
to the Dietary Managers Association
Your outstanding dedication is greatly
appreciated*

President Missouri Dietary Managers

Date



Missouri

*In Recognition for 25 years of
Membership
to the Dietary Managers Association
Your outstanding dedication is greatly
appreciated*

President Missouri Dietary Managers

Date



Missouri

*In Recognition for 30 years of
Membership
to the Dietary Managers Association
Your outstanding dedication is greatly
appreciated*

President Missouri Dietary Managers

Date



Administrator & Vendor of the Year

MISSOURI

Policy: Administrator & Vendor of the Year

Number: 0010

Purpose:

To recognize an outstanding Administrator and Vendor who has demonstrated a high level of interest and support of our State Association.

Procedure:

1. Each year at the Spring meeting an Administrator and Vendor will be recognized and presented a 7 x 9 plaque.
2. Names may be submitted to any member of the Executive Board for consideration. Also forms are passed out at the Fall meeting to be filled out and sent to the President
3. The names submitted will be reviewed and voted on by the Executive Board at the Winter Executive Board Meeting.
4. The Administrator and Vendor chosen will have provided support and services to a wide range of the membership.
5. The decision of the board is final.

Authorized By: MO DMA Executive Board
Reviewed: 2005



ADMINISTRATOR OF THE YEAR NOMINATION FORM

NAME OF ADMINISTRATOR _____

FACILITY _____

ADDRESS _____

CITY/STATE/ZIP _____

Describe how your administrator meets the following criteria. Use additional pages as needed.

Demonstrates an interest in the support of DMA.

Encourages his/her dietary managers to attend District and State DMA meetings.

Promotes other professional development and continuing education for his/her dietary manager.
(CEU's for you and your staff?)

Supports the Dietary manager(s) in his/her efforts to be active in the Association.

Recognizes and values the dietary manager(s) as a valued member of the facility team and is supportive of the dietary department within the facility.

How has your administrator shown that he/she is receptive to new ideas?

Why do you feel your administrator should be named "Administrator of the Year"?

NOMINATOR _____ DISTRICT _____

Send your nominations to the **President-Elect** by **December 15th**. A recipient will be selected at the Winter Board Meeting.



VENDOR OF THE YEAR NOMINATION FORM

Name of Company: _____

Address: _____

Contact person: _____

Place a check next to all that apply

Do they support DMA District Activities? How?

Do they support DMA State Activities? How?

Do they advertise in the State Newsletter?

Describe other ways they support DMA:

Nominator: _____ District: _____

Send your nominations to the **President-Elect** by **December 15th**. A recipient will be selected at the Winter Board Meeting.



DIETARY MANAGERS
ASSOCIATION

MISSOURI

Duties of the President-Elect

There are basically two major responsibilities of the President-Elect.

1. Assume the duties of the office of President in the absence or disability of the President.
2. Prepare for your year as President. In the spring appoint your committees. A written invitation will help explain the purpose and responsibilities of the committee. It is common practice to confirm these appointments in writing.

You will need to refer to your state bylaws to determine the committees you must appoint. The types of committees appointed is the prerogative of each state. However, many states routinely use the following:

Education
Membership
Program
Newsletter (one person is designated as Editor)
Group Travel
Budget/Finance (often the Treasurer is Chairman)
Legislation

In addition, our state may have other committees such as history, scholarship, etc. Much of that will depend on the program of work that you and your Executive Board adopt.

❖ Two committees that you **MUST** APPOINT ARE:

The Nominating Committee — 3 members, one designated as chairman, to formulate the ballot for next year.

The Tellers Committee — 2 or more members to count the ballots after the election.

Refer to your state bylaws regarding these two committees and their responsibilities.

- Meet with the State Executive Board, Committee Chairmen during the summer months for the prime purpose of planning your year ahead, so that you are all ready to put your plans into action as soon as you are installed as President.



MISSOURI

Duties of the President-Elect cont.

- Be ready with your Plan of Action when you take office as President. Write specific duties for each committee; make sure they know what their specific responsibilities include. A Plan of Action may include guidelines on its goals, its objectives for the year, and how much money it may spend.
- Acquaint yourself with the office of President. This is the time to ask questions, secure information and make plans.
- Attend all State Executive Board meetings and all state membership meetings.
- Attend the Annual Business Meeting held during the National Annual Meeting, plus any special meetings and workshops held for state officers. As a delegate from your state you are obligated to learn as much as possible about your association, its goals, its objectives and its procedures. Make every effort to audit the Board of Directors Meeting held prior to the opening of the National Annual Meeting.
- Serve as member of the state budget/finance committee.
- The President-elect is responsible for sending the names of the officers and committee chairs to DMA headquarters immediately following the election! Reporting forms will be provided from the national office. They will be mailed to you in May.

When Does Installation of Officers take Place?

National Officers are installed at the National Annual Meeting

State Officers are installed at the fall state meeting of members in September/October of each year.

District Officers are installed in September/October of each year — usually the first meeting after the fall state meeting.



**DIETARY MANAGERS
ASSOCIATION**

MISSOURI

Duties of the Secretary

Duties of the State Secretary

- Write and mail notices of all State and Executive Board Meetings. Each member of the Board must receive official notice of each meeting at least 10 days prior to the meeting.
- Attend all Executive Board Meetings and all Membership Meetings.
- Enter in the proper books (or make typewritten documentation) all resolutions and proceeding of:
 - Meetings of the State Executive Board
 - Meetings of the State Membership
 - Any special meetings of the Association.
- Send a copy of meeting minutes to all members of the Executive Board, no later than one month (preferably with two weeks) after each meeting.
- After your State has written a Policy & Procedures Manual, it is the Secretary's responsibility to keep the manual updated after each meeting of the Executive Board. Copies of the corrections/additions/deletions to the Policy & Procedures Manual must be forwarded to all officers and chairmen who have been assigned a copy of the manual. Instruction should accompany the changes stating where to insert the revised pages.
- Take care of all correspondence relating to projects and administration for the State Association.
- Keep a roster of members of the Association. Please do not share membership lists with allied associations, companies or seminar leaders. Refer all requests for membership lists to headquarters office. Mailing labels may be requested from National.
- You are notified monthly by mail from National office of each new member and each reinstated member when their application has been processed.



Duties of the Secretary cont.

MISSOURI

- You are urged to establish a routine for contacting new members and for making them feel welcome. Consider setting up a telephone committee to call new members and invite them to your next meeting; congratulate them on becoming a member, etc. Personalized letters to the new member can provide the same positive results as a telephone call.
- Many Secretaries also serve as Chairman of the Membership Committee. If this is your responsibility, you will receive a Volunteer Manual from National.
- Design a reporting form for the District Officers. It is important that you have available names, addresses and telephone numbers of all District Officers. Ask each District President to keep you informed of any changes that may occur.
- Attend the National Annual Business Meeting at the National Annual Meeting.



MISSOURI

Preparing the Ballot

Procedure for Preparing the Ballot

- The ballot should be neat and well organized.
- The ballot should give careful instructions for marking and returning the ballot.
- The ballot should include the name address of the chairman of the Tellers Committee to whom the ballot is returned for counting.
- The ballot should give the date by which it must be returned to be valid
- The ballot should include a condensed vitae of each candidate (it is also helpful to include a photograph of each candidate).
- It is recommended that the ballot include a small envelope on which is printed or stamped the word BALLOT. This assures privacy.
- Voting instructions should explain that the ballot should be marked and then placed inside the small ballot envelope. This envelope should then be placed inside a mailing envelope and returned to the chairman of the Tellers Committee.
- Ballots are mailed only to members who have their current national dues paid. Current, up-to-date mailing lists should be used when mailing ballots.
- States should call headquarters for mailing labels. This would assure the use of correct addresses of current members.



Sample Ballot

Sample Ballot

Please check the candidate of your choice:

President-Elect

- Mary Jones, CDM CFPP**
- John Smith, CDM CFPP**

Treasurer

- Jane Frederick, CDM CFPP**
- Howard Peterson, CDM CFPP**

Thank you for Voting!

Deadline to Return Ballot is May 31st

Return Ballot to:

MISSOURI



Please vote for one President elect:

Name:

Years:

Offices/Committees Served

Employed by:

Name:

Years:

Offices/Committees Served

Employed by:

Please vote for one Secretary:

Name:

Years:

Offices/Committees served

Employed by:

Name:

Years:

Offices/Committees served

Employed by:



Executive Board/Newsletter Report Form

Fill out form, bring to the Board Meeting and then give to the Secretary.

Circle one: President Spokesperson Membership
 President-Elect Webmaster Teller
 Treasurer Travel District # ____
 Education Newsletter Editor

Projects or Activities engaged in since the last meeting:

Projects or Activities planned in the coming months:

Meeting (s) planned from now till next meeting, include location, dates and times:

Other comments/events:

Submitted by:

Date:

Make two copies one for Secretary and one for the newsletter.



DIETARY MANAGERS
ASSOCIATION

MISSOURI

Duties of the Treasurer

Duties of the Treasurer

- Please refer to the Volunteer Manual from National.
- State rebate checks are mailed to the Treasurer from National. (Twice per year as all information required of National is sent in)
- Receive all monies from rebates, workshops and state meeting. Deposit such monies in the DMA's account **immediately.**
- Pay out money only on original bills and voucher approved by the President of DMA.
- Make a financial report at each meeting State Executive Board.
- Make an annual report to the membership of the balance in the treasury.
- Be bonded to cover the amounts entrusted to your care, the expense of same to be borne by the DMA.
- Keep in proper books accurate accounts of all financial transactions of the DMA. Said books to be open to inspection by the Executive Board at all times.
- Prepare the books for audit at the close of each fiscal year. (audit June 1st of each year.).
- Submit form 990 to the Internal Revenue Department each year by October 11th. (no state DMA will have to pay a tax).
- Attend the Annual Meeting of Members held during the National Annual Meeting.
- Serve as Chairman of the Finance Committee and assist in preparing a budget.

NOTE: State DMA's receive a rebate from the national DMA, (please refer to Rebate Information in this manual.



DIETARY MANAGERS
ASSOCIATION

MISSOURI

Fund Raising

Question: Is it professional and ethical for states and districts to hold or sponsor fund raising activities?

Answer: Yes, if done on a small scale, kept in good taste and confined to members and their friends.

When planning a fund raising activity, please consider the following:

Never raise money just to build a bank account. Enter a fund raising project only if there is a need with a well-defined project or purpose, such as: sending a delegate (s) to the Annual Meeting, providing a working fund for the program chairman so that better speakers can be secured, improving the newsletter, or underwriting partial cost to bus transportation to the Annual Meeting.

Never sell membership names and addresses. If approached by a seminar leader, company, or other allied professional association and asked for a copy of your membership list, please refer the individual to the headquarters office. If qualified, headquarters will sell such labels for a source of revenue, thus helping keep members' dues from increasing.

Be discrete about any item selected to be sold. Project the professional image of the Dietary manager. Some states sell license plates that spell out the name of the association; these may only be sold to members. It is misleading and misrepresentation to non-members to purchase and use association license plates.





DIETARY MANAGERS
ASSOCIATION

MISSOURI

Fund Raising cont.

Consider projects which present a professional image of DMA. Bake sales can be a successful project. A bake sale or white elephant sale conducted at a membership meeting and during the “get acquainted” hour would be an excellent project.

Consider raffles. Any type of raffle would come under the same restrictions as a white elephant sale. Never advertise the raffle. Tickets should be sold only to members and their good friends.

Never endorse a product. The DMA name should never be used for endorsement; that is a decision for the national Board of Directors. To date the Board of Directors have never endorsed a product.

Use the DMA name with great care. The DMA name should not be used in any way to imply that a non-member is a member. DMA imprinted items should be sold to members only.

Fund raising conducted at a meeting should not be used to underwrite the expense of that meeting. Meetings should be self supporting or make a slight profit. Registration fees should cover expenses of the meeting.

Consider the starting investment. A cookbook project is time consuming to do, involved if it is accurate, and requires a large initial investment. However, the results can be very rewarding.





DIETARY MANAGERS
ASSOCIATION

MISSOURI

Reimbursement Voucher

Policy Number 0003

Purpose:

1. Submit approved expenses with original dated paid receipt (s)
2. Attach receipts to your voucher request.
3. Request may be submitted when expenses reach \$25.00 or greater.
4. Your Treasurer will generally handle payment at State Fall or Spring Meetings
5. Other voucher requests may be made by mail to the Treasurer (Keep Xerox copies of all mail transactions for your records and protection in case of loss, etc.).
6. Approved expenses include:
 - A. Long Distance telephone calls to DMA members for DMA business purposes.
 - B. General office supplies needed to fulfill the duties of your office; envelopes, copy paper, services for copying, etc.
 - C. Postage (Remember to ask for a receipt)
 - D. Mileage to and from All Board Meetings
 - E. Other Pre-Approved Purchased (Pre-approved by the President or Board) Example: T-shirts for fund raiser.
7. When in **DOUBT**, Consult the President before ordering or purchasing items you will be requesting reimbursement for.
8. Reimbursements will be made at the discretion of the President and Executive Board.
9. Paid vouchers and receipts will be processed and filed with the Treasurer's other financial transactions for the association.

Recommended By: Marcia D. Shannon, CDM

Effective Date: April 1991

Authorized By: MO DMA Executive Board

Date of Review: April 1990, April 1991, April 1996



Free Registration to State Meetings

MISSOURI

Policy: Free Registration to State Meetings

Number: 0004

Purpose:

Free registration to all state meetings will be given to Executive Board defined as President, President Elect, Secretary, Treasurer, Immediate Past President and Program Chair, as long as funds allow.

Free Registration to Committee Chairman: Education, Membership, Expo, Ways and Means, Legislative, Newsletter, Webmaster, Travel, Nominating, and Teller as funds allow.

The policy will be reviewed at each Executive Board Meeting to determine the status of the treasury and if the next meeting will be free.

Recommended By: MO DMA Executive Board

Effective Date: October 2002

Revised: Fall 2005

Revised: Fall 2006



Officer Reimbursement — Mileage

MISSOURI

Policy: Number: 0005

Procedure:

1. Mileage will be submitted to the Treasurer for the following meetings:
 - All Executive Board Meetings
 - “EMERGENCY” Board Meetings
 - Meetings called by the President
2. The reimbursement voucher will be submitted with actual mileage noted before leaving home and mileage upon arrival at the meeting. (The amount of miles will be doubled for round trip payment.)
3. Mileage will be paid at the rate of \$.32 per mile (Mileage review and update will be completed yearly by the Executive Board)
4. Mileage will be paid only to the Executive Board member driving to and from the meetings. (The member (s) participating in car pooling will not be paid for mileage).
5. Those members covered for reimbursement are:
 - President
 - President-Elect
 - Treasurer
 - Secretary
 - Immediate Past State President
 - Newsletter Editor
 - Membership Committee Chairperson
 - Education Committee Chairperson
 - State Spokesperson
 - Program Chairperson
 - Expo Chairperson
 - Ways and Means Chairperson
 - Webmaster
 - Nominating Chairperson
 - Teller Committee Chairperson
6. Members holding more than one office will be reimbursed for mileage once.
 - Other members who’s presence is warranted at an Executive Board Meeting may be approved for mileage reimbursement by the President.
7. The above members will receive free registration to all state meetings as long as funds allow.
8. The Board President may have mileage paid for one meeting of each district per year as funds allow. This is to help encourage districts that are struggling and to promote good communication.

Recommended By: MO DMA Executive Board

Effective Date; October 2002

Undated: Spring 2005. Fall 2006



Officer Reimbursement — Annual Meeting

MISSOURI

Policy: Officer Reimbursement — Annual Meeting

Number: 0006

Purpose:

To provide an incentive, support and financial assistance to the current President, President-Elect, Secretary, Treasurer and Legislative Chair.

Procedure:

1. Financial assistance of \$400.00 will be given to President Elect, Secretary, Treasurer, and Legislative Chair to attend the Annual Meeting to assist in paying registration, transportation, hotel, etc. The President will receive full payment of registration, hotel, and transportation as long as funds are available.
2. The checks will be written only for the above members with firm plans to attend the Annual Meeting. Checks may be written as early as the Spring Executive Board Meeting or later upon a firm commitment to attend.
3. Total refund must be made to the Treasurer by August 1 if an officer is unable to attend the Annual Meeting and has received the Annual Meeting State fees.
4. In the event any of the above stated officers are unable to attend the Annual Meeting (if the financial status of the state treasury is stable) another Executive Board member may request to attend the Annual Meeting and request financial assistance up to \$400.00
5. A complete oral and written report of the activities for officer as well as educational sessions should be made and submitted to the Executive Committee, the Newsletter Editor (for publication in the state newsletter), and the membership. (This should be done by each state officer who attends the Annual Meeting.
6. An expense report will be submitted with copies of receipts which must be submitted to the treasurer by August 31st immediately following the Annual Meeting of the same year. (The expense report will be used for accountability and decisions for making future funding and upgrades).
7. The Annual Meeting financial assistance will be reviewed yearly by the Executive Board.
8. The following arrangements are approved and acceptable:



Officer Reimbursement — Annual Meeting cont.

Double room accommodations—Half room rate

Spouse attends — Room rate paid by spouse

Air Coach — most reasonable rate available (often DMA group rate is higher).

Taxi — Limo Service — most reasonable fee

No food or beverage will be reimbursed

No fees for social activities, tours, or other events will be reimbursed

No fees for DMA books or other DMA logo materials will be reimbursed.

Recommended By: MO DMA Executive Board

Effective Date: April 2003



Distribution of Rebate Fund to Districts

MISSOURI

Policy: Distribution of Rebate Funds to Districts

Number: 0013

Purpose:

To provide disbursement of rebate funds to Districts.

Procedure:

1. Criteria to be used in disbursement.
 - A. Representative attend and give report at 2 or 3 MO DMA Executive Board meetings
 - B. Meeting minutes sent by mail, or e-mail to both the State Secretary and Newsletter Editor, within ten days following each district meeting to promote better communication and compliance with newsletter deadlines.
2. Rebate checks will be delivered at, or following, the Winter Board meeting each year.

Recommended By: MO DMA Executive Board

Effective Date: 2005

Revised: January 2007



DIETARY MANAGERS
ASSOCIATION

MISSOURI

EXPENSE VOUCHER

NAME _____ DATE _____

ADDRESS _____

CITY, STATE, ZIP _____

RECEIPTS MUST BE ATTACHED FOR ALL REQUESTED PAID EXPENSES IN ORDER TO RECEIVE PAYMENT!!!!

TRAVEL: By Car 32 cents per mile x _____ miles (round trip) = \$ _____

If other travel, specify _____

Lodging at _____ for _____ day(s) _____ date(s) \$ _____

PHONE

DATE	CALL MADE TO	PHONE # CALLED	REASON FOR CALL

Total Phone Expense \$ _____

POSTAGE

DATE	MAILED TO	REASON FOR POSTAGE

Total Postage Expense \$ _____

Please complete back of form XEROX

AND/OR STATIONERY

DATE	PURPOSE OF EXPENSE	# OF COPIES x cents =	\$

Total Xerox or Stationery Expense \$ _____

MISCELLANEOUS EXPENSE – MUST ITEMIZE

DATE	PURPOSE OF EXPENSE	\$

Total Miscellaneous Expense \$ _____

YOUR SIGNATURE _____

TODAY'S DATE _____

STATE PRESIDENT'S SIGNATURE _____

STATE TREASURER'S SIGNATURE _____

DATE PAID _____ CHECK NUMBER _____



PROPOSED BUDGET FORM for months of _____ through _____
Balance brought forward _____ Date: _____

INCOME:

Rebates from National _____
District rebates returned to State _____
Spring workshop (expect) _____
Fall workshop (expect) _____

TOTAL INCOME EXPECTED THIS FISCAL YEAR: _____

EXPENSES:

REBATE TO DISTRICT (to be mailed after winter board meeting) _____
\$1.00 Certified _____ (Approximate _____)
\$.50 Non Certified _____ (Approximate _____)

NEWSLETTER

Printing/Postage _____
Miscellaneous/labels _____
Total newsletter expense _____

BALLOTS

Printing _____
Labels _____
Total ballot expense _____

POSTAGE

Bulk rate permit _____
Newsletter _____
Board meeting notices _____
Correspondence mailed to national _____
Ballot mailing _____
Total postage expense _____

SECRETARY EXPENSE

Mailing, telephone, Xerox _____
Total secretary expense _____

TREASURER EXPENSE

Bonding _____
Bank charges (check, bounced, outstanding) _____
Telephone, mailing, Xerox _____
Total treasurer expense _____

MEMBERSHIP COMMITTEE	
Telephone, mailing, Xerox	_____
Total membership expense	_____
 NOMINATING COMMITTEE	
Telephone, mailing, Xerox	_____
Total nominating expense	_____
 TRAVEL LODGING EXPENSE	
State board meetings	_____
Total travel/lodging expense	_____
 PRESIDENT EXPENSE	
National meeting (when receiving State President Award – use for registration, travel, room, etc.)	_____
Mailing, telephone, Xerox	_____
Total president expense	_____
 IMMEDIATE PAST PRESIDENT/LEGISLATIVE (WASHINGTON)	
Lodging/travel	_____
Total immediate past president expense	_____
 EDUCATION EXPENSE	
Mailing, telephone, Xerox	_____
Scholarship	_____
Total education expense	_____
 ADVANCE TO STATE MEETING/WORSHOP	
Advance money available by program chairperson to reserve motel for state meeting/workshop	_____
Total advance available	_____
 MISCELLANEOUS EXPENSES (list)	
President’s gavel	_____
Pin for immediate past president	_____
Installation of officers’	_____
District president’s awards	_____
“Years” membership awards	_____
National meeting	_____
Policy/Procedures Manual up date	_____
Condolence/congratulation cards/postage	_____
Other (list)	_____
Banner	_____
Total miscellaneous expense	_____
 TOTAL EXPENSES EXPECTED (if proposed budget is followed)	_____
 BALANCE ON HAND _____ SHOULD BE _____ (profit/loss)	

Respectfully submitted this proposed budget to Executive Board on _____

State Treasurer



MISSOURI

Duties of the immediate “Past” President

- ❖ Immediately after the election of the new President, talk to the incoming President. Discuss priority items and decide what needs attention. Assist in writing the agenda for their first Executive Board & Business meeting.
- ❖ Offer assistance and provide support. Exchange telephone numbers for future reference.
- ❖ Arrange to attend the Fall Executive Board Meeting and turn over DMA materials to the new officer prior to the Executive Board meeting.
- ❖ Serve as counsel to the new President at their first State Business meeting. (They will be nervous — Remember **Your** first meeting)

Recommended By: Marcia D. Shannon, CDM
Effective Date: April 1991
Authorized By: MO DMA Executive Board
Date of Review: April 1991, April 1996



Impact Team

The Impact Team

Congratulations on your appointment to your State Impact Team. This committee involves dedication and hard work; however, the results are worth the effort!

DMA's goal is to enhance the visibility of the DMA in the political arena, as well as to work in the inclusion of the DM, CDM and CDM, CFPP in the federal regulations for nursing homes, hospitals and other health care facilities.

Because DMA is just beginning to become involved in the legislative area, it may be a lengthy process, however, very worthwhile. Please keep in mind that this committee may be committed to many hours of lobbying on behalf of your state DMA, keeping updated on current healthcare bills, and many other miscellaneous responsibilities, therefore, the committee members should be very dedicated to this important issue.

Read through the Volunteer Manual from National.

The "DMA Checklist for State Legislative Committees" should be checked as each item is completed. This method will ensure that your committee is on schedule and keeping up-to-date on all pertinent information.



State Spokesperson

MISSOURI

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

The Spokesperson is appointed by the DMA National Board of Directors, with the advice and consent of the state chapter and the DMA Advocacy Department. The Spokesperson acts as a committee chair within the state chapter.

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 the Chairperson of the Impact Team, holding at least two meetings a year, provides minutes of the meeting to the Advocacy Department.
7. Keep the DMA Advocacy Department current on state regulations, pending legislation, allied association relationships, and any other issues concerning the chapter Dietary Managers Association.
8. As needed:
 - A. Promote dietary managers and DMA through public relations activities.
 - B. Develop relationships with state health departments, state regulators, regulatory agencies, allied associations, and the public.
 - C. Implement efforts to impact state initiatives, including, but not limited to letter writing, phone calls and visits to lawmakers, regulators and allied associations.
 - D. Attend and testify at hearings as needed.



State Spokesperson

- 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.



State Spokesperson & Impact Team Chair

MISSOURI

Job Description the State Spokesperson & Impact Team Chair

Title of Position: Chair, State Impact Team

Reporting Relationship:

Report to the Regional Director on all policy matters.

Basic Function:

To influence Law makers and other State Government officials to act in the best interest of the independent business community; to respond to member inquiries on state governmental matters.

Duties and Responsibilities:

- Register to lobby in assigned States
- Review State lobby laws.
- Forward a copy of State lobby laws to the National office.
- Review and lobby for or against Dietary legislation.
- Prepare legislative alerts to inform State DMA members on pending legislation.
- Maintain a profile of your State legislature. Forward a copy to the headquarters office.
- Respond to member inquiries concerning State legislative problems
- Establish and maintain favorable relationships in the legislature.
- Prepare a quarterly activity report for the regional director and National office, which summarizes activities and indicates your tentative plans.
- Such other duties as may be assigned from time to time by the regional director or National office.



Checklist for State Impact Team

DMA Checklist for State Legislative Committees

Who Should Serve?

- Committee members must be convinced of the importance of the committee's activities and legislative matters.
- Choose politically active people and/or those with government contacts.
- Avoid annual turnover by staggering member's terms. Establish one, two, and three year terms..
- Provide additional continuity and experience by having your President and Immediate Past President serve as committee members.

What Should You Do First?

- Determine the state, local and national issues affecting dietary services in healthcare facilities.
- Schedule committee meetings to review these issues and committee procedures.
- Appoint at least one member to monitor legislative and regulatory activities at your state capital, preferably someone with a contact there. It is imperative that you have an Early-Warning Network to keep you alert to fast-moving legislative developments.
- Open lines of communication to legislators before crises arise and keep them open all year around.
- Develop and maintain a working relationship with other organizations in your state dietetic association, state healthcare associations, etc., to improve your capacity of dealing with state-wide issues.



DIETARY MANAGERS
ASSOCIATION

MISSOURI

Checklist for State Impact Team cont.

- Seek out, coordinate and cooperate with other related groups including Chambers of Commerce, Better Business Bureaus, and local members of other business organizations.

How Do You Follow Through?

- Use your state newsletter to tell members of local, state and national issues affecting Dietary.
- Arrange for one state meeting annually to feature Government Relations. Invite your congressman or state legislator to address the meeting concerning legislative concerns about Dietary.
- Invite local, state and national legislators from your area to attend a special membership meeting that features an articulate, well informed dietary spokesperson who can discuss Dietary's position.
- Be prepared to issue special bulletins concerning specific issues, when necessary.
- Keep DMA Headquarters aware of local legislative problems, not only to obtain advice, but so other states may profit from the knowledge.

When do you Take Action?

- When it becomes necessary. But, BEFORE YOU DO:
- First, be sure a proposal is serious. Many bills are introduced but are never even reviewed by a committee.
- Study a bill's provisions and the issues involved carefully. Be sure Dietary is affected.



DIETARY MANAGERS
ASSOCIATION

MISSOURI

Checklist for State Impact Team cont.

- Understand the objectives of the legislation so you may understand the Legislator's point of view.
- Deal always with issues, not personalities.
- Contact your Legislator while a pending bill is in committee. Don't hesitate to talk with an aide or assistant or a Legislator's staff is an important source of his information and advice.
- Avoid overt public pressure, if possible. Timing is IMPORTANT. While massive letter-writing campaigns sometimes work they are often a desperate last resort.
- Review the matter with National office, providing as much current and relevant information as possible.

Where Action is Necessary!

- Have several of your most well-spoken members prepared to appear before the Legislative Committee.
- State your case as briefly and forthrightly as possible. The statement should identify the witness, come quickly to the point and confine itself to the issue at hand.
- Be prepared for questions, but don't exceed your knowledge. Answer honestly if you do not have that information, but offer to provide it as soon as you obtain it.
- Thank the Legislators for your opportunity to participate in the hearing process.
- Should it become necessary, be ready to mount a concerted effort by CDM's to express DMA's position to Legislators.
- Do not use a "canned" letter, but rather provide the position and request individuals to state the case in their own words. Avoid telegrams where possible as they are too short to provide adequate information.
- Ask each participant to contact his local Legislators only. Legislators are most interested in hearing from their own constituents.



State Spokesperson Reimbursement

MISSOURI

Policy: State Legislative Chairman Reimbursement

Number: 0008

Purpose: To provide incentive, support and financial assistance to the current State Legislative Chairman (Chairperson).

Procedure:

1. Financial assistance of \$100.00 will be given to the State Legislative Chairperson to attend workshops as scheduled by National in Washington D. C. (Notification will come from National).
2. The same procedures apply concerning approved and acceptable arrangements under the Officer Reimbursement — Annual Meeting.
3. The fee provided is higher than that for the Annual Meeting due to the location and high overall rates for transportation, hotel, etc.
4. Upon a firm commitment to attend a check will be issued.
5. In the event the chairperson cannot attend, the president may appoint another officer to attend.
6. A complete oral and written report of the activities should be made and submitted to the Executive Committee, the Newsletter Editor (for publication in the state newsletter) and the membership.
7. An expense report will be submitted with copies of receipts, which must be submitted with copies of receipts, which must be submitted to the Treasurer within three (3) weeks of the meeting. (the expense report will be used for accountability and decision making for upgrading future funding).
8. The Annual Legislative Meeting in Washington D. C. financial assistance will be reviewed yearly by the Executive Board.

Recommended By: Duane B. Ranstrom, CDM

Effective Date: April 1990

Authorized By: MO CMA Executive Board

Date of Review: April 1990, April 1991, April 1996



MISSOURI

Duties of the Program Chairman

Duties of the Program Chairman

- Take a few minutes and read through the Volunteer Manual.
- Call a meeting of your committee to provide a general understanding of what is to be done in your State/District to guarantee quality and meaningful educational meetings for members in your State/District. (If you cannot find the ways and means to have a face-to-face meeting, try scheduling a telephone conference call. . . And follow up your conversation with minutes of the meeting describing the action the committee decided to take.
- As Program Chairman, you are responsible for securing continuing education clock hours for your State/District DMA meetings and workshops. A prior approval form and accompanying documentation must be submitted to the headquarters office at least three weeks in advance of the program. The National office will notify you of approval, tell you the number of clock hours granted and enclose clock hour sign up sheets. **You** are responsible for returning the sign-up sheets to the National office within three days after the meeting is over. Remember, the earlier you can submit your program for approval, the earlier you will know if you have approval and the number of clock hours granted. This is important for promoting your program to members.



Funds for Program Chair

MISSOURI

Policy: Funds for Program Chair

Number: 0012

Purpose:

To provide funds for Program Chair for meetings.

Procedure:

The Missouri Dietary Managers Association will provide \$500.00 in advance, to the Program Chair for planning the State Spring and Fall Meetings. Will also provide deposit for hotel/motel in advance if needed.

A committee composed of the President, Program Chair, Immediate Past Treasurer and Treasurer should meet following each meeting to review meeting expenses and develop proposed budget for National.

Recommended By: MO DMA Executive Board

Effective Date: April 2004

MISSOURI



Program Budget

Meeting Date: _____

Meeting Location: _____

Mo DMA Board Approval date _____

	Budgeted/Projected	Actual	Over/(Under)
Income			
Registration: _____ # Attendees @ \$ _____ _____ Regular _____ One day _____ Student _____ Other _____ Free Registrations			
Vendors: _____ # Booths _____ @ Booth Fee			
Sponsorships:			
Other:			
TOTAL INCOME			
Expenses			
Speakers:			
Room/Hotel Cost: _____ Meeting Rooms _____ Guest Rooms			
Meals/Refreshments:			
Audio/Visual:			
Publicity:			
Officer Reimbursements:			
Other:			
TOTAL EXPENSES			
TOTAL PROFIT/ (COST): (income minus expenses)			



MISSOURI

Missouri Dietary Manager's Expo Application

Vendor Name _____

Address _____

Contact phone Number _____

_____ I will be attending the Missouri Dietary Manager's Expo.

_____ I will not be attending the Expo but keep me on your mailing list for the
for the next State Dietary Manager's Meeting

I will be a Mo DMA Partner by providing the following:

_____ Speaker (sponsor fee of \$_____ enclosed).

_____ Donation of a door prize(s) please specify _____

_____ Samples or giveaways

The cost of Tables at the Expo is as follows:

_____ 1 table \$175.00

_____ 2 tables \$275.00

_____ 3 tables \$350.00

Please mark if you need electricity _____

Thank you for your support!

Please return to:

Expo Chair

Name:

Address:

Phone:

Missouri



Date

Dear _____:

We wish to thank you for accepting our invitation to speak at our workshop. Following is the information we have about the program:

Title of Workshop:
Site of Workshop:

Date(s) of Workshop:
Title of your talk:
Time of your talk:

It will be necessary for us to request prior approval for continuing education hours—we would appreciate your cooperation in supplying the following information:

Your title: _____ Designated Initials: _____

Employed by: _____

In a brief sentence, please give the subject matter that will be covered in your talk:

Please check any audio/visual equipment needed:

- Slide Projector Overhead Projector Screen
 Flip Chart/Markers Television VCR

Handouts – please send a sample with instructions at least 2 weeks prior to the event if you wish copies to be made.

We appreciate your participating in our workshop and we look forward to meeting you.

Sincerely,

_____ **CDM, CFPP**

Missouri



Date

Dear _____:

On behalf of the Missouri Dietary Managers Association, I want to thank you once again for your participation at our state meeting. I am confident that your presentation will ultimately improve the quality of our dietary services in Missouri.

I appreciate your willingness to participate in our forum and for your support in working with Dietary Managers in Missouri.

Sincerely,

_____ CDM, CFPP

Missouri



Program Evaluation

Please evaluate the program using 1-5 with 5 being the best

Speakers:	Topic	Presentation	Content	Knowledge
Name: Topic:				
Name: Topic:				
Name: Topic:				
Name: Topic:				
Name: Topic:				
Name: Topic:				
Name: Topic:				
Name: Topic:				
Name: Topic:				

Were the topics important to your educational needs? _____

What topics would you like to address in the future (speaker names welcome)?

Miscellaneous
Comments: _____

Did the time/date meet your needs? _____ Yes _____ No

What might have been a better location? _____



**DIETARY MANAGERS
ASSOCIATION**

MISSOURI

Seminar Certificate Procedure

Policy: Number: 0007

Purpose:

To provide members attending seminars with a record of attendance and recognition.

Procedure:

- 1. All paid attendees at DMA seminars will receive a signed, dated certificate at the end of the day's seminar.**
- 2. Upon completion of the seminar's registration the Treasurer will submit a list of attendees to the President.**
- 3. The President will complete a certificate for all attendees including the seminar title or (Spring or Fall Workshop) and date. The attendees fill in their name.**
- 4. The completed certificates are signed by the President and distributed to the attendees.**
- 5. Certificates will not be given to anyone not attending a seminar.**
- 6. Certificates will be changed as approved by the Board to create variety, interest and active participation among members**

Reviewed and typed by: Sue Wilkins October 2004

Insert Sample Copies of
Meeting Certificates for
Spring and Fall.



MO/DMA Scholarship

MISSOURI

What is the Award?

One scholarship up to \$500 will be given to the winner to be used toward the Certified Dietary Manager process. Recipients will be announced at the annual Missouri DMA Fall Workshop.

What Criteria will be used in the Selection Process?

Candidates must be high school graduates or working on GED equivalent course and complete two of the following steps in order to be considered.

The Essay

Each person considered for the award must have written recommendation from two of the following individuals plus the Administrator. An Officer of the DMA Chapter in the State of Missouri, their supervisor, and/or a consultant dietitian.

Who will make the Selection?

The person submitting an application will mail it to the scholarship chairman who will remove name and location of the applicants and send a copy to each of the following: Missouri DMA President, President-Elect, Treasurer, Secretary, Immediate Past President and Legislative Spokesperson to evaluate, and these members will vote on who to award the scholarship to at the Fall MO DMA Workshop Board Meeting. This process will be based on a thorough evaluation of all submitted requirements.

What are the Coursework Requirements?

Award winners must complete their coursework at a DMA approved school. As courses are completed, the winners must provide Missouri DMA with a copy of the grades or certificate of completion to ensure the course is completed.

What is the Deadline for Applications?

All applications must arrive to the program chairman by June 3rd of each year for consideration of that year.

Recommended By: MO DMA Executive Board
Effective Date: January 2003
Updated: Winter 2005



MO/DMA Scholarship

MISSOURI

Policy: (#0014)

One student per year will be awarded up to \$500 to use toward an accepted Certified Dietary Manager course for enrollment. Recipient will be announced at the annual Missouri DMA Fall Workshop.

Procedure:

1. Criteria to be used in the selection process will be as follows:
 - A. Candidate must be a high school graduate or working on GED equivalent course in order to be considered for the award.
 - B. Each person considered for the award must prepare a 500—1000 word essay addressing why they need the scholarship and demonstrating their desire and interest in becoming a Certified Dietary Manager.
 - C. Each person considered for the award must have written recommendations from the administrator as well as two of the following individuals: an officer of a Missouri District DMA, a member of Missouri DMA Board of Directors, a person who is their supervisor and/or a consultant dietitian.
2. The persons submitting the application will mail it to the scholarship chairman who will remove name and location of the applicants and sent a copy to each of the following: Missouri DMA President, President-Elect, Treasurer, Secretary, Immediate Past President, and Legislative Spokespersons to evaluate and these members will vote on who to award the scholarship to at the Fall MO DMA Workshop Board Meeting. This process will be based on a thorough evaluation of all submitted requirements. In case of a tie, the scholarship chair will vote.
3. Award winners must complete their coursework at a DMA approved school. As course is completed, the winner must provide the MO DMA scholarship chairperson with a copy of grades/certificate to ensure the course is completed. The scholarship chairperson will report results to members at workshops in Spring, Fall and at Winter Board Meeting.
4. All applications must arrive to the program chairperson by Jan. 3 each year.
5. Recipient shall receive mileage to the State Workshop in which the Scholarship is awarded, **or** 1 night lodging as funds allow.

Recommended By: MO DMA Executive Board

Effective Date: January 2003

Update Winter 2005



MISSOURI

DMA Scholarship Application

Applicant's Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Facility Name Address: _____

Sponsor's Name: _____

Sponsor's DMA Member #: _____

Sponsor's Address: _____

Sponsor's Home Phone: _____ Work Phone: _____

Sponsor's Facility Name and Address: _____

Please have your sponsor and facility administrator provide a letter regarding the applicant's dedication to the dietary management field and desire for advancement.

Attach a 500 word essay describing your desire to advance in the dietary management field and need for financial assistance.

Missouri Dietary Managers Association, grants upon selection a Scholarship amount of \$500.00.

Application due date: _____



Duties of the Education Chairman

MISSOURI

Duties of the Education Chairman

- Take a few minutes to read through the Volunteer Manual from National.
- Call a meeting of your education committee to provide general understanding of what is to be done in your state/district to guarantee a successful education campaign. (If you cannot find the ways or means to have a face-to-face meeting, schedule a telephone conference call. . . . And follow up your conversation with minutes of the meeting describing the action the committee decided to take).
- Delegate responsibilities to your committee members.
- As Chairman of the State/District Education Committee, you are expected to keep in contact with your committee members and to be able to give a detailed report on the progress of the education campaign within your State. Such reports should be mailed to your State/District President.
- Promote the credentialing exam to be given in the Spring and Summer. Encourage individuals to use the self-assessment tests and the “Professional Development Study Guide” to prepare for the exam. (Both are available from National office.)
- As Education Chair, it is important that you communicate regularly with your State Executive Board. At various times throughout the year, you will submit a brief activity report to the State President.

Please Note!

Instruction booklets for use by District Education Committees are being mailed by National to District Presidents who are to distribute them to their Committee chairmen.

Keep in contact with your Districts.



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MISSOURI

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State Nominating Committee Information

MISSOURI

Information for the State Nominating Committee . . . and the State Executive Committee

First of all, just what does the Nominating Committee have to do? Let's look at the responsibilities in calendar format and then refer to the procedures to be followed.

Calendar for the Nominating Committee

Fall State Meeting: The nominating committee chairman should call the first meeting of this committee to: review procedures, review dates and deadlines, begin the selection process for candidates for the ballot.

Middle of January: Ballot should be well on the way to being finalized.

February 15: The completed ballot, with the candidates' letter of consent and their vitae, should be mailed to the State Secretary.

April 1: The Secretary prepared and mails the ballots by this date.

April 30: The polls close. All ballots, to be valid, must be postmarked on or before this date.

May 10: The Tellers Committee should meet by this date to count the ballots.

May 12: The President should receive the Tellers' Committee's report.

May 15: The President should notify the candidates of the election results.

June 1: The President-Elect should notify the National office of the names and addresses of the new officers (along with names and addresses of appointed committee chairmen) by this date. The deadline to send officer and committee lists in to National is **July 27.**

Please Note!

National will send information packets only to those State/Districts which send in their officer listing.



MISSOURI

Nominating Committee Information cont.

The Nominating Committee is appointed by the President. It consists of three individuals, one of whom is designated as chairman. The President acts as counsel to this committee but has **NO** vote.

The State Bylaws specifically spell out what must be done to carry out a legal election. **Please refer to your bylaws.**

What Criteria is used in selecting Candidates for the Ballot?

1. **Length of Membership** — It is important that the same old leaders not be recycled again and again. However, a new member must not be put in the embarrassing situation of finding themselves in an office which they are not experienced in or familiar with.
2. **Educational Background** — The nominating committee must verify that the candidate is a member of National DMA. These will guarantee that the individual has completed an approved dietary managers training program or has successfully completed the credentialing examination.
3. **Evidence of Association Participation** — A candidate should be an active participant in the association. This is an indication of interest in the profession and association.
4. **Interest in the Association** — The candidate should have demonstrated interest by attendance at meetings, service on committees and contributions to the association's projects and activities.
5. **Communication Skills** — The candidate should have the ability and interest to speak persuasively on behalf of the association.
6. **Vision** — The ability to subordinate self — interests for the good of the profession as a whole. The ability to understand the long term effect of decisions that the executive board must make.
7. **Open Mind** — An open mind toward problems and solutions is a must. A member who is heavily influenced by the strong or vocal factions in the membership will not make a good candidate. The good candidate is able to think for him/ herself.
8. **Sound Judgment** — The candidate must be able to weigh the pros and cons of an



MISSOURI

Nominating Committee Information cont.

argument before reaching a decision. The good candidate does not jump to conclusions or make quick decisions without sufficient information.

9. **Enthusiasm** — The candidate must have a genuine interest in the association and its goals. The good candidate is able to communicate that interest and enthusiasm to others.
10. **Creative Thinking** — The candidate must be open to new ideas. A person who feels that “doing it the way we’ve always done it” is the best way, may not be very helpful in moving the association forward.
11. **Thick Skin** — The leader/candidate must be able to deal with potential pressures and take the heat for unpopular but necessary decisions. No strong leader is loved by all.
12. **Good Interpersonal Relations** — The good candidate must be able to get along with others, to be part of the team effort, and to give credit where credit is due.

Questions the Nominating Committee May Wish to Ask . . .

- Does the candidate have the support of his/her supervisor?
- Can the candidate secure the required amount of time from the job to attend meetings and fulfill the responsibilities of the office?
- Are there any commitments or unusual family problems that would prevent the candidate from devoting the required amount of time to the office?
- Has the candidate been active in his/her District, State, National? Recently?
- Is the candidate in good health?
- Does the candidate have good means of transportation to get to and from meetings?
- Is the candidate reliable. . . Accepting assignments and responsibilities and completing them on time?
- Has the candidate attended National, State and District meetings recently?



Procedures for the Nominating Committee

MISSOURI

- The Nominating Committee must have the ballot completed by **February 15**.
- The Nominating Committee should have its first meeting at the time of the Fall State Meeting. This gets the ‘ball rolling’ so that a full slate of candidates can be completed by **February 15**.
- It may be necessary for the Nominating Committee to have more than one meeting.
- The Nominating Committee should consider only **ACTIVE DMA MEMBERS** who have paid their current membership dues.
- The committee should select candidates — two for each office — giving consideration to the criteria listed.
- The committee members may choose to telephone candidates, describing the duties of the office and emphasizing the commitment required. By doing this, the committee can get a verbal commitment from the candidate. If the prospective candidate cannot serve, a second candidate can be contacted before the meeting adjourns.
- The candidate who agrees to place his/her name in nomination for an office must supply the chairman of the nominating committee with specific information before his/her name can be officially placed on the ballot. Therefore, the chairman must follow these steps:



Procedures for the Nominating Committee cont.

MISSOURI

- The chairman must write a letter to each candidate requesting permission to place his/her name in nomination for the selected office.
- It should be explained in writing what the duties and responsibilities of that office are, the number of meetings the candidate would be expected to attend if elected, policies and procedures of reimbursement of expenses (if any), and any additional responsibilities particular to that office.
- The letter should suggest that the candidate discuss his/her nomination with his/her supervisor/employer, explaining the responsibilities involved and the anticipated amount of time that he/she may be away from the workplace.
- The letter should also include a form requesting the vitae of each candidate. This should include his/her present place of employment, job title, and a listing of the present and previous DMA offices he/she has held and the committees on which he/she served. It should also list the number of years the individual has been a member of DMA. A photograph may be requested for printing on the ballot.
- The candidate should reply in writing to the chairman of the nominating committee. If the candidate consents to have his/ her name placed in nomination, he/she should also have his/her boss sign the letter or send another letter agreeing that the candidate had his/her permission to fulfill the obligations of the office and time to attend required meetings if elected.
- If the chairman of the nominating committee receives some refusals, it will be necessary for the committee to meet again (or arrange a telephone conference call).
- After a complete slate of officers has been secured the nominating committee's work has been completed.
- The nominating committee members all sign the report and the chairman sends this along with the vitae and letters of consent to the Secretary for the preparation of the ballot.
- The nominating committee chairman reports to the President that the work has been completed and provides a list of candidates and their offices.

Please Note!

The President presents the results of the Nominating Committee (The Ballot) to the Executive Board. The Executive Board does not approve or reject the Ballot as formulated by the Nominating Committee They Take No Action.
The Ballot is presented for information purposes only.



Officer Nomination Application Form

Nomination of State officer position _____

Name _____ Membership No. _____

Mailing Address _____ City/State/Zip _____

Home Phone _____ Business Phone _____

Present Employer _____ Employed in Dietary or Related Y N

Job Title or Position Held _____ No. of years in current position _____

No. of Years Worked in Food Service _____ No. of years of formal education _____

Dietary Managers Course or Program from which you graduated: _____

Date of Graduation _____ No. of Years in DMA _____

Briefly describe any honors or recognition you have received related to food service: _____

Would your current employer be willing to support your commitment to serve at the State Level? ___Y ___N

Is your family supportive of your work with DMA and willing to let you serve at the State Level? ___Y ___N

Are you willing to commit to the time, travel and assignments required of a State Volunteer? ___Y ___N

List offices held:	Year Served	Year Served
President	State _____	District _____
Pres- Elect	State _____	District _____
Secretary	State _____	District _____
Treasurer	State _____	District _____

List committee appointments held:
 Select one of the state offices or committees you have held and explain a specific goal accomplished during your term of service. _____

List any other civic or professional organizations that you are involved in as a leader, committee member or officer. _____

Why? _____

How have you benefited personally from your membership in DMA? _____

Signature _____ Date _____



Duties of the Tellers Committee

Duties of the Tellers Committee:

- No member of the Nominating Committee should be appointed to the Tellers Committee.
- The Secretary includes the name and address of the chairman of the Tellers Committee in the voting instructions when the ballots are mailed.
- The ballots are returned to the Chairman of the Tellers Committee.
- The chairman of the Tellers Committee receives and holds (does not open or count) all ballots until the polls are closed.
- The chairman schedules a meeting with the other committee members so that within two or three days after the polls close, they can meet to count the ballots.
- Since ballots are sent only to active members of DMA, only active members can return a vote. Care must be taken to discount any invalid, improperly marked or “Xeroxed” copies of the ballots that were returned.
- After the ballots have been counted and the results verified, the ballots along with other election materials are stored in a box or large envelope.
- The chairman of the Tellers Committee makes a verbal report of the results of the election at the next membership meeting. The names of the elected candidates are announced; the number of votes received by each candidate are never announced.
- The chairman of the Tellers Committee’s written report (names of candidates and number of votes cast for each person) is filed with the Secretary.
- The ballots and election materials are forwarded to the Secretary who keeps them for a reasonable period of time beyond the possibility of a contest in the election. . And then destroys them.



Counting Ballots

MISSOURI

- Great care must be taken by the Tellers Committee in counting the ballots. It is important that the total number of ballots cast be counted. This number must not exceed the total number of voters and ballot issued.
- One Teller should read the ballots and call the vote while the other Teller(s) tally the votes called on the tally sheet. When finished, count the ballots a second time with the two tellers reversing roles. The results of the two counts must agree.
- At every election, some few voters disfranchise themselves because they do not know how to properly mark a ballot or because they fail to indicate their preference.
- The intent of the voter, if it can be determined by the Tellers, should be considered a valid vote and should be counted. Here are the guidelines that should be used:
 - If the ballot provides for the voter to indicate his preference by marking that preference in the box or on a specified line, some part of the voter's mark must appear inside the box or within the confines of the line.
 - If there is no preference marked for a particular office, the Tellers cannot count a vote for that office.
 - If the voter votes for some offices on the ballot and leaves others blank the ballot is still valid. Only the votes marked are counted.
 - A ballot cast without any marking on it at all, even though there is only one candidate for each office or a particular office, is a blank ballot which cannot be counted.
- If only one candidate is running for an office, there must still be a box or specified line placed next to the candidate's name. Individuals voting for that candidate must mark their ballot in the box or on the line. A blank vote does not count.
- Write-in candidate's name must be placed under the title of the office for which the voter wished the vote counted. There must be a mark in a box or on a line next to the write-in candidate's name to be valid.